

EMPLOYMENT OPPORTUNITY

POSTED: OCTOBER 9, 2008

TITLE: COMPUTER PROGRAMMER I

DEPARTMENT: INFORMATION RESOURCES DIVISION

SUMMARY

Function: To prepare programs for the solution of problems through the use of computers.

Scope: Responsible for the independent preparation of short programs or for portions of more complex programs in accordance with flowcharts and instructions.

DUTIES

Typical: Studies problems assigned and theoretical concepts and equations involved: prepares block diagrams, flowcharts and machine instruction: test runs programs; corrects errors caused by incorrect programming; verifies machine computed answers; prepares abstract of problems and equations used in mathematical solutions; prepares flowcharts of sequence of operation and other information in outlining the program developed. Performs related duties as required.

Periodic: Assist in higher level of programming in preparation and testing of programs; runs existing programs to determine methods of solving problems.

SUPERVISION

Received: General supervision and technical guidance from designated supervisor.

Given: General supervision of student assistants.

EDUCATION/ EXPERIENCE

Required: Bachelors degree or HS with some experience in the field.

Preferred: Bachelors degree or HS with at least one (1) year experience related experience.

WORKING CONDITIONS

Typical: Normal office conditions

Periodic: Working for extended periods of time

SALARY RANGE

29,580 – 42,012 based on experience and qualifications.

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of §51.215 of the Texas Education Code, which authorizes the employer to obtain criminal history record information.

The University of Texas of the Permian Basin is an Equal Opportunity/Affirmative Action Employer

All interested and qualified applicants should submit a UTPB application to:

**Office of the Human Resources
4901 East University Boulevard
Odessa, TX 79762**