

BMS Direct – Job Description

Position Title: System 1032 Programmer/Analyst

Supervisor: IT Manager

Purpose of Job: Analyze and document existing computer applications developed in System 1032 database application running on an Open VMS server. Provide training for existing staff on the documented applications.

Supervises: None

Essential duties and responsibilities:

- Analyze programming specifications and business logic within current System 1032 applications
- Create application documentation detailing business rules and specifications for future reference during project conversions and training purposes
- Train existing staff on the documented processes to ensure proper maintenance and modifications can be performed in the future
- Perform other duties as directed by Manager

General Time Allocations:

This position will require 100% of your time to be spent analyzing and documenting existing System 1032 programming applications and training.

Required qualifications:

System 1032 database, Open VMS, Microsoft Office, Microsoft Windows Server, BCC postal software, other structured programming languages and Microsoft SQL Server or other relational database experience.

Other skills: Good communication and interpersonal skills, a logical approach to problem solving and self-reliance with the capability of working independently or in a team. Maintain professional appearance and demeanor that reflect the company's commitment to quality, continuous improvement, and respect for individuals.

Education and/or Experience: Bachelor's degree or equivalent combination of education and experience.

Manual and physical requirements: Regularly required to sit or stand. Required to occasionally move and/or lift 45 pounds or more.

Working conditions:

- Typical workday: 8:00 – 5:00 with some evening and weekend work
- Noise: low
- Environment: good

Last Updated: May 5, 2021