



## **Programmer 1 Job Description and Posting**

**Office Location: Boerne, TX**

### **Position Overview**

National consulting company has a full-time position responsible for analyzing customer requests and developing custom solutions using Java, SQL, Microsoft .NET, and Symitar/JHA's Episys and PowerOn platforms. Performs a variety of programming tasks and fulfills company objectives to provide high levels of customer service. This position is based in CUTEK's Boerne, Texas offices and does not work remotely.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- 1) Supports customers and/or team members by providing accurate and timely service.
  
- 2) Responsible for effectively developing new applications/reports and customizing existing third party software to meet the Credit Union's information needs.
  - Analyzes, reviews, enhances, and tailors existing programs/reports to increase operating efficiency or to adapt to information needs creating custom statement of work documents for customer approval.
  - Performs a variety of complex programming tasks, such as designing, documenting and coding program logic.
  - Establishes testing procedures for all customer deliverables.
  - Ensures that programming operations are performed in accordance with established standards, policies and procedures.
  - Documents and logs all work associated with assignments.
  
- 3) Responsible for maintaining and establishing high levels of project management with customers.
  - Responds to customer requests and ideas and follows through promptly.
  - Resolves problems and concerns. Provides assistance, support and training to customers as required.
  - Ensures that programs meet customer requirements and are completed on schedule.
  - Ensures that interactions with customers (emails, phone calls, other meetings) are clear, courteous and understandable.
  - Communicates as much information as possible to customers, including reasons for problems, project status, and deadlines.
  - Acts as a valued consultant and resource to customers.



4) Responsible for establishing and maintaining effective communication, coordination and working relations with staff and with management.

- Keeps management informed of significant problems and of progress attained in reaching established objectives. Provides recommendations to establish new and more effective programs and future equipment needs.
- Assist with product and project support as needed.
- Completes records and other required logs and project documents.
- Attends and participates in meetings and phone calls as required.

5) Responsible for related duties as required or assigned.

- Stays informed of changes in programming and related technology.
- Ensures that work area is clean, secure and well maintained.
- Completes special projects as assigned.

#### **QUALIFICATIONS**

- Minimum 2-year degree in computer science or related field preferred. Equivalent combination of education, training, and experience will be considered.
- At least one to two years of related experience is preferred, strong consideration given to having experience in financial industry and Symitar/JHA environments.
- Demonstrated working knowledge of SQL, HTML, JAVA, .NET
- Strong analytical and problem-solving skills
- Well organized
- Job Type: Full-time

Interested applicants should email their resumes and salary history to [resumes@cutek.com](mailto:resumes@cutek.com)

CUTEK is an equal opportunity employer.