

**SUMMARY:**

Performs moderately complex (journey-level) computer programming work and website front-end/back-end work. Assists in the planning, scheduling, and assigning of programming projects; coordinates programming projects; analyzes proposed computer applications; writes programs; and provides technical assistance. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Consults with staff members to schedule work and coordinate programming projects.
- Analyzes proposed computer applications in terms of equipment requirements and capabilities.
- Analyzes, reviews, and revises programs to increase operating efficiency or to adapt new procedures.
- Develops block diagrams and machine logic flowcharts to represent operations and data flow for applications.
- Codes, tests, and debugs programs and prepares test data.
- Assists in developing solutions to software-related problems.
- Assists in developing standards and procedures for programming staff.
- May develop and implement specialized programs to supplement and enhance systems software.
- May assist in preparing detailed analyses, plans, diagrams, and verification procedures for existing and proposed computer applications.
- May supervise the work of others.
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behaves ethically and with integrity and always follows the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

**EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:**

- Bachelor's degree in computer science or related field, or equivalent in education and experience.
- Familiar with C# and VB within the .Net Framework
- Familiar with Asp .Net Framework and Asp .Net Core
- Knowledge of MS Access, or SQL Server type data bases
- Familiar with generating SQL statements to access data
- Experience with data migrations from one platform to another is preferable
- At least 2 years' experience in a computer programming role, preferably within the life insurance industry.

**REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- A friendly, positive, learning-oriented attitude.
- Knowledge of the principles, practices, and techniques of computer programming and systems analysis; of computer operations procedures and systems; and of computer programming languages.
- Skill in the use of computer equipment and in modifying programs for computer applications.
- Ability to analyze problems and develop solutions; to code, test, and debug computer programs; to determine software problems; to communicate effectively; and to supervise the work of others.

**WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

**Note:** This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.