



Ho-Chunk Nation

Job Description

TITLE: Computer Programmer II – VB-ASP.NET		JOB CODE: CP2V
Government Employee		EEO: 3
Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Functions as a System Programmer in Support of the Ho-Chunk Nation, using various programming languages and systems to include, but not limited to, the automation office tasks, storage and retrieval of data, custom reports.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Develop, document, and maintain programs for the PC environment under minimal supervision.
2. Identify, analyze and devise solutions to develop custom applications to meet business needs
3. Perform Help Desk duties assigned by supervisor.
4. Prepare required documentation including both program level and user level.
5. Design front-end screens report and system interfaces.
6. Handle multiple programming projects.
7. Work close with other IT programming staff members to increase skill level.
8. Work closely with the end use in the analysis, creating, testing, implementation, training and support of programs and systems.
9. Develop the necessary system to interface different applications or environment to meet the needs of the user.
10. Once a project deadline is established, the deadline will be met. Shall also be responsible for establishing weekly meetings to demo work-in-progress and check in with “client” for progress updates.
11. Continue to enhance personal skills and education to meet the programming needs of the Nation.
12. Perform other duties as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements Operating Plans
Supervisory Accountability	Computer Programmer I VB-ASP.net
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside customers
Freedom to Act	Subject to regular review by Supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Associate Degree of Applied Science – Computer Programming

ESSENTIAL:

1. MCP Certification required.
2. May need to apply for and be approved to hold a Ho-Chunk Nation Gaming License.
3. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. Two (2) years recent programming experience, systems analysis, design and development in XML or NET.
2. Preferred experience in VB6.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Back Ground in Tribal or Government programs; gaming operations, HIPAA requirements.
2. Advanced knowledge of VB6, .NET, XML, MS Access, SQL, Windows and Visual Basic.
3. Advanced knowledge of trouble-shooting, diagnosis and correction of computer programs.
4. Advanced knowledge of Microsoft Office Products and Windows Operating Systems.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Responsible for ensuring personal and facility compliance with procedures and regulations.

WORKING CONDITIONS

1. Business casual, ADA-compliant facility.
2. Must be able to lift up to 50 pounds.