# Ho-Chunk Nation
## Job Description

| TITLE: COMPUTER PROGRAMMER I – VB-ASP.NET | | JOB CODE: CP1V | |
|---|---|---|---|
| GOVERNMENT – EMPLOYEE | EEO: 3 | PAY GRADE: 12 | |
| 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
This position works individually and in small groups to contribute to software application development.

## PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES
1. Function as System Programmer in support of the Ho-Chunk Nation, using various programming languages and systems to include, but not limited to, the automation of office tasks, storage and retrieval of data and custom reports on a daily basis.
2. Develop, document and maintain programs for the PC environment as directed by Agile schedules.
3. Promote and evolve Individual and team-based code development using Agile/Scrum methodology as projects are assigned.
4. Maintain and enhance existing source code, provide specifications for code changes on a daily basis.
5. Test, debug and refine applications to produce required product in accordance with software development lifecycle standards as Agile schedules dictate.
6. Enhance personal skills and formal education as the budget allows.
7. Perform other duties as assigned as relevant to job description.

## JOB RESPONSIBILITY

| | |
|---|---|
| Job Reports to | Supervisor – See Organizational Chart |
| Leadership Accountability | Implements operating plans |
| Supervisory Accountability | None |
| 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. Minimum Associate Degree of Applied Science - Computer Programming (with emphasis in VB/ASP .net and XML).

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

**EXPERIENCE:**
1. Proficiency with VB6, .net or XML development tools.

## KNOWLEDGE, SKILLS, ABILITIES REQUIRED
1. Basic knowledge of computer hardware capabilities.
2. Knowledge of troubleshooting, diagnosis and correction of computer programs.
3. Advanced knowledge of Windows XP operating systems and Microsoft Office Products.
4. Advanced oral and written communication techniques.
5. Background in Tribal or Government programs; gaming operations: HIPAA requirements.
6. Ability to work cooperatively in a team environment or independently as needed.
7. Ability to maintain confidentiality and professional demeanor under all work circumstances.

## WORK PLACE RESPONSIBILITY
1. Maintains a safe and healthy work place environment.
2. Responsible for ensuring personal and facility compliance with procedures and regulations.
3. Works with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner.
4. Works directly with confidential and protected information.
5. Provides assistance to other departments and guests to ensure the integrity of the Nation's resources.
6. Promotes positive public and employee relations, resolving simple and informal complaints and maintaining a professional attitude and appearance at all times.
7. Attends all mandatory and recommended training as directed.
8. Enhances personal skills and education to meet the growing needs of the Nation through training, personal research and study.

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