Maquoketa Valley Electric Cooperative

Job Title: Entry-Level Programmer

SUMMARY

Position is primarily responsible for the development, and maintenance of corporate databases, analyzing the information they contain, preparing reports, and ensuring the security of all MVEC information.

The position provides training, guidance and support for MVEC personnel in computers, software and systems when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not intended to be construed as an exhaustive list of all responsibilities. The Entry-Level Programmer shall be required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.

- Design and maintain corporate databases
- Compile reports from all corporate databases as required
- Assist employees with query design/reports as required
- Assist with AMI metering system database as required
- Streamline data collection, merging databases as appropriate
- Identify ways to automate routine reports for use by others
- Protect all information systems from inappropriate access
- Keep abreast of new technology, analyze and review its application to the industry and MVEC's operations.
- Responsible for providing a safe work environment for themselves and all employees working near them

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities.

QUALIFICATIONS
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.

- Experience with SQL Server Management Studio and/or Tableau preferred.
- Must be able to write queries and maintain SQL Databases
- Experience with scripting languages, php, and powershell is a plus
- Must be able to organize work to complete deadlines.
- Excellent communications skills are required.

Education and Experience
Degree in Computer Science or Related Field. Bachelor's Degree preferred, or minimum A.A.S. Degree

Language Skills
This position must have the ability to read, analyze, and interpret technical manuals as well as the ability to effectively present information and respond to questions.

Reasoning Ability
Ability to apply common sense understanding and to carry out instructions furnished in written or oral form; Ability to define problems, collect data, establish facts, and draw conclusions.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This is an indoor office position.