

Vivid Learning Systems Job Description

Name:

Job Title: Programmer I

Department: Production

Reports To: Production Manager

Effective: 11/13/07 **Revision:** 0

POSITION SUMMARY:

This is a junior-level position within the Programming Discipline. Programmer Is assist in the creation and maintenance and delivery of Vivid's training products, either through Vivid's Learning Management System (LMS) or through a client's LMS. Programmer Is customize the student and administrator interfaces for Vivid's LMS and prepare custom reports. They are also called on to provide technical support for eClarus customers.

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

- Programming to add functionality to web training portals
- Developing and distributing new LMS features for internal use
- Customizing the LMS for clients through addition of desired features and modification of the student and admin interfaces
- Creating custom LMS reports
- LMS maintenance
- Training database assistance as needed to support projects and client needs
- Providing technical support for LMS issues
- Wrapping and distributing courses for delivery in client LMSs
- Assist with automation programming
- Testing, debugging, and implementation of third party courses
- Integration of eClarus and client LMSs or HRIS/ERP systems
- Provide support to the Hanford client as directed by contract
- Communicating with customer, sales, and production staff on all aspects of project from development to delivery
- Coordinate project tasks with management and team members as needed
- Entering training content into eClarus and the Hanford CMS
- Understanding e-commerce methods
- Creating, initializing, and documenting new databases

SUPERVISORY RESPONSIBILITIES:

- None

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.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A. or B.S.) or equivalent and one or more years related experience and/or training; or equivalent combination of education and experience.

DECISIONS: Describe the types of decisions you make in your job and provide examples.

- LMS configuration decisions to best suit clients' needs
- Course of action to take in technical support calls

CONTACTS: Identify key internal and external contacts that are essential to your position.

- Hanford – Customer, Developers, Course/Lesson Administrators, LMIT technical personnel, Training Records personnel, facilitators, students
- Management
- Clients
- Production staff
- Sales staff

COMMUNICATION SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures/reports/documents, or governmental regulations. Ability to write reports and business correspondence and speak effectively in front of groups of employees and clients.

REASONING AND/OR CRITICAL THINKING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Work situations are vaguely defined, often unprecedented, and unique in character. Problems are very complex, abstract, conceptual, and long-term in nature. There is a continual requirement for strategic, innovative thought and synthesis of information as it pertains to work situations.

TECHNICAL/COMPUTER SKILLS: Identify any additional media related programs, skills, equipment, etc.

Programming experience: ASP, ASP.Net, VBscript, JavaScript, SQL, HTML, XML, API integration experience, Software Engineering practices

CERTIFICATES, LICENSES, AND REGISTRATIONS: List any required or preferred.

- None listed

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The work environment characteristics 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.

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. This person must communicate clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the telephone. Vision correctable to 20/40 is required to review written materials

Generally good working conditions with little or no exposure to extremes in noises, temperature. Little or no safety or health hazards. Minimal lifting or climbing; work performed in an office setting.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instruction and to perform any other job related duties requested by their supervisor.