



The Carey Group
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Job Description

Title: Senior Programming Consultant

Responsibilities:

- Organize, direct and participate in a team of professionals in the implementation of effective end user computer applications; take ownership of project from initiation through completion and follow-up
- Evaluate, select and implement efficient and cost effective computer packages in support of the client's goals
- Monitor project status, prepares activity and status reports, and identify and resolve problems which may impact project results
- Work with client in developing and implementing policies, standards and procedures for end user computing applications; coordinate with other business areas within company
- Consult with client on application alternatives, security, software usage, capacity planning, training, recovery and backup procedures; perform related duties as needed
- Develop and write software and user guides for Window-based computer programs; may include training
- Software testing and defect reporting
- Develop on-line help systems for clients
- Special projects

Skills:

- Must possess superior communication skills, both written and verbal, including platform skills
- Must be able to work with diverse client base; must be able to adapt to new client cultures
- Must possess superior interpersonal skills; must possess sensitivity, patience and tact, as well as the ability to influence clients in a positive and professional manner
- Must be able to exercise sound judgment; must have proven analytical ability
- Must be flexible; must be able to handle multiple and changing priorities and quickly recognize top priorities; must be able to meet deadlines
- Must be able to maintain confidentiality
- Must be a team player and work with others to reach common goals
- Must enjoy learning new skills and growing a skill base
- Must be proactive in learning software packages and stay abreast of changing technologies
- Must have successful experience in managing staff
- Must be willing to travel

The employee must have expertise, or at minimum, a working knowledge, in several of the following areas:

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| • MicrosoftWord | • Dreamweaver |
| • Windows 95 | • Authorware |
| • Windows NT | • Lotus Notes |
| • Microsoft Office | • Doc-2-Help |
| • Microsoft SQL | • PageMaker |
| • ASP | • Quark |
| • Microsoft Access | • Visual Basic |