

DMM Job Description

Job Title: GMC Programmer

Job Level: IT/IS Support

Job Status: Exempt

Dept.: Information Systems

Report To: Director of Technology

Date: October 25, 2016

Job Purpose:

The GMC Specialist is responsible for output management of GMC software and training and support to co-workers. In addition the GMC Specialist is responsible for the daily processing and maintenance of customer data. Data is taken from various input media such as floppy, CD-ROM, FTP, SFTP, and email and then processed according to customer specifications. These specifications can include combining and coding files, filtering records based upon a variety of criteria, cleaning records, deduping records, presorting files, and outputting files in different formats depending upon the target output device.

The GMC Specialist is responsible for running all necessary reports required to ensure data integrity and for getting these reports back to Client Services for approval before the job runs. Adherence to documented procedures for logging, tracking, and archiving data as well as all security procedures surrounding customer data and media is required.

Essential Job Functions:

- Output management utilizing GMC PrintNet for all new jobs to be processed
- Developing training materials and programs to elevate user's skills in GMC
- Training users in GMC PrintNet
- Work with multiple file formats (Excel, Access, Delimited, Label Image) from multiple sources (FTP, SFTP, Email, floppy, CD-ROM).
- Verify and maintain file integrity throughout entire process, alerting Client Services to customer requests that are unable to be performed while still maintaining data integrity.
- Generate accurate reports on data activities (deduping, file combining, record suppression) for customer approval to ensure integrity.
- Generate correct output file dependant upon targeted output device and supply production with an accurate description of the data and proofs, if required.
- Fully utilize the features of BCC's Mail Manager 2010 and FirstLOGIC's PostalSoft Suite, and GMC PrintNet or other programs as defined and determine which tool is best used for the job based upon customer specifications.
- A good understanding of Microsoft Access and UltraEdit to handle post/preprocessing tasks whenever possible to limit tasks needing programming support.

- Maintain a positive relationship with Client Services, supporting them with timely and accurate reports as well as accurate information for developing quality specifications for upcoming projects.
- Maintaining IS documentation on all jobs where employee is the primary analyst.
- Miscellaneous duties to help DMM achieve its goals

Competencies

- Problem Solving/Analysis.
- Detail Oriented.
- Flexibility.
- Strategic Thinking.
- Results Driven.
- Team Oriented.
- Customer Focus.
- Technical Capacity.
- Communication Proficiency.

Technical Skills Required

- Highest level of detail, organization, and accuracy skills
- Must be disciplined, flexible results-oriented and decisive with a “can do” attitude
- Excellent communication skills.
- Must be able to work in a fast paced environment with changing demands
- Previous experience using BCC’s Mail Manager or FirstLOGIC’s PostalSoft Suite and GMC PrintNet preferred.
- VIPP Programming
- High level of database experience, specifically Microsoft Access
- Experience with Microsoft Windows in a networked environment; Linux/BSD/UNIX experience is a plus
- Technical understanding of programming / direct-mail personalization / postal processing
- Organization / Planning

Education and Experience

- Some college is desired; AS degree or higher is preferred.
- Experience working as part of a team.

Physical Requirements

- Normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies.
- Ability to lift up to 25 lbs.
- May spend extended periods operating desktop computer, requiring hand-eye coordination and finger dexterity; and communication face-to-face, on the telephone, and in writing.
- Periodic physical activity requires walking, climbing, bending, standing, pushing, pulling, lifting and stooping.

General Work Environment

- Normal exposure to office environment.
- Occasional local travel, some out of state travel may be required.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Direct Mail of Maine, Inc. reserves the right to modify, add or remove duties and assign other duties as necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Acknowledgments

Employee Name	Signature	Date
---------------	-----------	------

Supervisor Name	Signature	Date
-----------------	-----------	------