

## Analyst, Programmer

**FLSA Status:** Exempt

**Pay Grade:** 21

**Job Title ID:** 19104

**Job Series/Job Family:** Information Technology Series / Applications Family

### Reports To

Manager, Applications Development

### Job Purpose

Develops and maintains computer applications, including all phases of product development: analysis, project planning, programming, testing, maintenance and documentation. Works as a member of a dedicated and professional team that works collaboratively with other offices at the college, consults with and advises college clients about projects, resources, and applications; analyses, develops, documents the implementation and maintenance of new software applications and resources.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Performs software development and computer programming.
2. Analyzes user needs, determines requirements, and develops and implements software solutions to meet user requirements.
3. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
4. Creates and maintains documentation for software programs and processes.
5. Performs complex analytical and technical work in relation to various computer applications, databases, websites, and systems.
6. Insures compliance with standards relating to security and data protection.
7. Implements and maintains software application packages and conducts user training as required.
8. Serves as a technical resource in finding software solutions for customers.
9. Creates test data, conducts tests, and debugs programs for either in-house or vendor supplied software.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Systems analysis techniques and the systems development life cycle.
- Installation, testing, and evaluation processes in relation to new and existing software.
- Current standards in relation to the compliance of security and data protection.
- Software programming languages and tools, and the use of Database Management Systems.
- Object oriented and/or procedural programming methodologies.

#### **Preferred**

- Project planning and documentation processes and standards.
- Administrative or educational software applications, such as Finance or Human Resources, or Student Systems.
- Source code, control systems, e.g. SVN.
- Dynamic web application development, using standards compliant XHTML, PHP, MS-SQL, JavaScript, CSS,

Java and/or Datatel/Colleague System proprietary software tools.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Maintaining an established work schedule.
- Ability to conduct analysis of customer needs.
- Ability to effectively create and develop software programs and applications.
- Ability to perform both routine and emergency maintenance for existing computer applications.
- Ability to handle multiple tasks and projects simultaneously in an organized and timely manner.
- Effectively engaging with clients in a collaborative manner.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer training in relation to new software applications.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

## **Computer Skills**

### **Required**

- Demonstrated proficiency using software programming languages, database management systems, and standard office software applications and query and control languages.

## **Physical Requirements**

### **Required**

- Work is performed in a standard office environment.
- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

## **Work Experience**

### **Required**

- Three years work experience in software development/computer programming, including two years work experience with systems analysis.

### **Preferred**

- Two years of software development experience either with Datatel/Colleague proprietary software tools and/or web-based application development work experience within a higher education environment.

## **Education**

### **Required**

- Associate's degree, or educational equivalent, in Information Technology, Computer Science, Computer Information Systems, Management Information Systems, or a related field. Related work experience may be substituted for the required education on a one year for one year basis. Work experience used for education may not again be counted for the work experience requirement.

### **Preferred**

- Bachelor's degree in Information Technology, Computer Science, Computer Information Systems, Management Information Systems, or a related field.

## **Safety**

### **Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.