

Programmer, Senior, Systems

FLSA Status: Exempt

Pay Grade: 25

Job Title ID: 19352

Job Series/Job Family: Information Technology Series / Systems Services Family

Reports To

Director, Systems Services

Job Purpose

To provide the Information Technology department with necessary hardware and software platforms; implement services in a secure and efficient manner; assist in achieving the Systems Services departmental goals and objectives.

Description of Duties and Tasks

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

Required

1. Researches, analyzes, evaluates, plans, and implements new Systems Services for the Information Technology department.
2. Develops, writes, installs, tests, debugs, and maintains complex system software; creates scripts for specialized functions to monitor or automate certain day-to-day operations.
3. Identifies and resolves system errors and performance problems; identifies requirements for additional resources or changes to current systems.
4. Monitors critical administrative computer systems, air conditioning and backup power (generators and/or UPS) to maintain high availability and functionality.
5. Maintains College-wide backup system to ensure that all critical systems are protected from data loss; maintains voice response system used for telephone registration; maintains web based online student and faculty service.
6. Provides assistance with the development of policies and standards for the connectivity, accessibility, and security of administrative computer systems.
7. Assists in recommending budget items for systems hardware and software; assists in writing bids and evaluating bid responses for systems hardware and software procurement.
8. Maintains performance indicators for designated hardware and software systems; provides training to IT personnel in relation to new system software and hardware or changes.
9. Oversees and mentors the work of other staff.
10. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.

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 programming and systems administration.
- Voice response systems.
- Web servers.
- College-wide backup systems.
- Windows server administration.

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 and providing on-call assistance including some nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Researching, planning, and implementing new systems services.
- Identifying and resolving system errors and problems.
- Maintaining backup systems to ensure systems are protected from data loss.
- Writing shell scripts.
- Developing and maintaining C programs.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications and query and control languages, system administration, server administration, web servers, voice response systems, and developing and maintaining C programs.

Physical Requirements**Required**

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

Work Experience**Required**

- Three years systems programming or systems administration work experience.

Education**Required**

- Bachelor's degree in computer information systems, computer science, or related field.

Other**Required**

- Experience with AIX or UNIX systems administration, voice response systems such as DirectTalk/6000, web servers such as Apache or iPlanet, writing shell scripts, administering College-wide backup systems such as TSM, enterprise class hardware and software installation, Windows 2000/2003 server administration, and developing and maintaining C programs.

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.