VICTOR VALLEY COMMUNITY COLLEGE

CLASS TITLE: LEAD SYSTEMS PROGRAMMER/ANALYST

FLSA STATUS: NONEXEMPT

BASIC FUNCTIONS:

Under general supervision of area administrator, perform the programming, design, and development of District's student and other information systems, as needed; provide analysis and develop complex programming criteria; work closely with users to provide highly complex technical expertise; provide work direction to staff as assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Programmer/Analyst classification is distinguished from the Senior Systems Analyst and Senior Programmer/Software Developer classifications by its responsibility for complex system studies and coordinating the programming function. Incumbents in the Lead Programmer/Analyst classification are experts in sophisticated systems analysis techniques.

REPRESENTATIVE DUTIES:

Act as lead programmer analyst for District's student information systems, including but not limited to Datatel's Colleague and all its modules. *E*

Develop complex technical solutions that include the design, development, coding, testing, and ongoing support of programs to serve a variety of data management purposes. *E*

Coordinate projects by organizing resources and monitoring progress to completion. *E*

Analyze and correct problems with programs written by vendors or other programmers; contacts vendors for support as needed; monitors patches. *E*

Maintain accuracy and integrity of data for meeting mandated reporting requirements, including but not limited to State MIS and CCFS 320; document applicable procedures and collaborate with others to ensure any problems are diagnosed and corrected. *E*

Research and evaluate information and procedures; perform feasibility studies and determine cost of applications. *E*

Design, modify, debug and document new or existing systems used by District users; define input/output data relationships and operations. *E*

Provide direction and support in the development of computer operation procedures for new or revised computer applications, and assure proper implementation. *E*

Query District's various databases to assist users and provide information, as requested. *E*

Make recommendations to area administrator for assigning work to MIS staff. *E*

Assist with and monitor budgets in coordination with supervisor; collect and compile statistical and financial data and other information for special and periodical reports, as required. *E*

Participate in planning for implementation of new and existing systems, including developing specifications for writing new programs, training staff, and guiding the development of such programs. *E*

Stay abreast of advances in technology and keep current on relevant technology changes. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Datatel's Colleague and WebAdvisor or similar systems, including but not limited to their development and administration and Envision CASE Toolkit (Desired).
Structured programming skills, including program testing and debugging techniques.
Analysis of business processes, as they relate to the use of software.
Principles and practices of training.
At least three of the following: SQL, XML, HTML, C++, PERL, UNIX scripts, Java and C Sharp.
Principles and methods of system analysis and program design.
Methods of analyzing cost effectiveness and work flow.
AIX operating system or related system.

Microsoft Office products, including Microsoft Office Suite and Windows operating systems.

ABILITY TO:

Provide technical direction and assistance to users.
Guide a software design project from inception to implementation, including the design of the system and providing leadership and guidance to MIS staff.
Study, identify, and resolve complex operational problems; develop and revise computer systems applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with students, faculty, staff, external agencies and the general public, including those from diverse academic, socioeconomic cultural, ethnic and disability backgrounds.
Serve effectively and in a collegial manner on various teams or committees.
Substantiate computer literacy and working knowledge of Datatel or similar system.
Demonstrate the development and support of multiple projects that involve systems analysis, design, implementation, testing, documentation, and training.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited institution in business information science, computer science or related field, and five years experience with Datatel's Colleague or similar systems desired, including two years experience as a Programmer/Analyst working with database structure.

Programming certifications preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard and to verbally communicate to exchange information; to see in the normal visual range with or without correction, sufficient to read computer screens and printed documents; to hear in the normal audio range with or without correction.

Availability during weekends, evening and non-operational hours for maintenance, troubleshooting and repairs may be necessary.