VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR PROGRAMMER/ANALYST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, analyze, design, write and validate computer systems, subsystems, and programs; review, maintain, test, and modify existing systems and programs as necessary to meet specifications; develop specifications, code, procedures, testing methods, scripts, and other associated programs for the District's administrative information system; maintain proficiency in software development tools for current administrative information system.

REPRESENTATIVE DUTIES:

1. Prepare technical specifications (flowcharts, narratives, testing criteria, user acceptance documentation, and report examples) based on function descriptions and/or specifications. *E*

2. Analyze, design, code, compile and implement structured computer programs using case tools, and other appropriate software programs and systems for administrative information system. *E*

3. Prepare programs, scripts, and procedures that will produce files used for State and Federally mandated deliverables. *E*

4. Evaluate, install, support, and manage third party software used in conjunction with the District's administrative information system. *E*

5. Initialization and/or closeout of term files, databases, and tables used by end-users in their assigned areas. *E*

6. Develop, in conjunction with the systems analyst and user liaison, training materials for end-users for developed or modified programs and/or systems. *E*

7. Assist in the installation and testing of software releases. *E*

8. Support and customize online web services including Self-Service modules. *E*

9. .Retrieve, convert, and export data for use in systems/databases. *E*

10. Review and modify programs and systems to meet business requirements and improve efficiency, to correct logic, or to correct procedural problems; estimate time and resource

needs and clarify objectives to be accomplished. *E*

11. Consult with users to determine systems and program requirements and objectives and to identify problems in existing programs and systems; assist in determining feasibility of programming projects and long-term software goals. *E*

12. Participate in the planning, organization and schedule of projects and work assignments. *E*

13. Provide information necessary to produce systems and program documentation and procedures. *E*

14. Provide advanced technical support, problem resolution, and data research.

15. Troubleshoot application errors. In conjunction with users, isolate problems from symptoms, determine alternatives and develop and implement solutions.

16. Work with and train staff to improve user instructions and understanding.

17. Maintain up-to-date knowledge of evolving computer technologies, including hardware, software, languages, problem solving techniques, and development tools. *E*

18. Maintain security of application systems and confidentiality of data. *E*

19. Handle other related duties as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Multiple programing languages.
Relational database concepts, design techniques, and tools
Software systems development life cycle.
Structured Query Language (SQL) and stored procedures
Technical and functional specifications and their application in structured programming.
Application design and analysis.
Principles and techniques of systems planning and programming.
Concepts and specifics of database management information systems and technology.
Principles and techniques of structured programming.
Training materials and the process to prepare them.
Design data flow and means of data collection.
Operation, capabilities, and limitations of computer equipment.
Good interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Demonstrate and apply a variety of advanced technical skills, including knowledge of multiple programming languages.
Analyze user needs, develop technical specifications, write and debug effective and efficient systems and programs.

Reason logically.
Understand simultaneous occurrence of multiple processes.
Analyze alternatives and develop effective programming solutions.
Code and debug complex software systems.
Effectively train peers and end users on new programs and procedures.
Prepare clear, complete and concise reports and records.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, and cultural, disability, and ethnic backgrounds of community college students and staff.
Follow best practices for managing the implementation of changes/system patches into the production environment.
Communicate clearly and concisely, both orally and in writing.
Plan and organize work.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Exercise sound judgement in complex situations.
Maintain high customer satisfaction through the delivery of high quality, timely, and thorough solutions to customer problems.
Maintain confidentiality of sensitive user data and information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer information systems (CIS), computer science, management information systems, or related field and four (4) years programming experience using Colleague Studio Envision programming or comparable programming languages

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 walk, stand, sit for extended periods of time; climb stairs; speak and hear to communicate with

internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor

for extended periods of time. The employee is occasionally required to lift, up to 40 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet.

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