

PROGRAMMER ANALYST

GENERAL STATEMENT:

Assist in the development of information systems software, including the tasks of design, coding, testing, documentation and implementation.

REPORTS TO:

Dean of Administrative and Computing Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree in Computer Science or a closely related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years work experience in computer operations and/or programming, with knowledge of the IBM AS/400 midrange computer system. Must be familiar with the COBOL programming language.

OTHER:

The ability to communicate effectively, both orally and in writing, and to establish and maintain an effective working relationship with College administrators and faculty.

DUTIES AND RESPONSIBILITIES:

- Assists in the design of new computer applications.
- Coordinates with administrative offices on any modifications to existing software or procedures.
- Writes and maintains special purpose software including the resolution of any problems discovered in that software.
- Writes and maintains current documentation on all software systems including necessary information/instructions needed by end users of software and procedures.
- Analyzes existing systems and programs to insure proper performance.
- Assists in the installation of system software upgrades.
- Assists in the operation of the administrative computer center as needed.
- Works with Network Services to maintain AS/400 environment.
- Teaches computer science classes as needed.
- Other additional duties as assigned by the dean of administrative and computing services or president.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 6/30/00

JD226