

SOFTWARE DESIGNER/DATABASE ANALYST

GENERAL STATEMENT:

Develop and maintain information system software; design and maintain administrative computer system database.

REPORTS TO:

Associate Vice President of Information Technology

OCCUPATIONAL GROUP:

Para-Professional

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in Computer Science or a closely related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years work experience in programming, database design, or a similar field. Knowledge of COBOL programming language and the IBM iSeries (AS/400) midrange computer system is preferred.

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:

- Assist with analyzing, developing, and implementing the physical database design in support of the organization's administrative information technology requirements.
- Assist with the conversion of non-database environment to database environment, including programming changes needed to complete such conversion.
- Assist in the design of new computer applications.
- Coordinate with administrative offices on any modifications to existing software or procedures.
- Write and maintain special purpose software in support of the organization's administrative information technology requirements.
- Assist with the web-enablement of iSeries programs.
- Assist in the operation of the Administrative Computer Center as needed.
- Other additional duties as assigned by the Associate Vice President of Information Technology or President.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 01/23/06 Revised: 5/16/12

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