



PROGRAMMER ANALYST

GENERAL RESPONSIBILITIES

Under the leadership of a Team Leader, the position is responsible for the analysis, design, development, testing, implementation, maintenance, support and training for application packages purchased for meeting division needs. This includes custom developed software and the development of intranet/web based and mobile applications.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyze requests for custom software development and data reports; provide estimates of time and cost.
- Provide software analysis, detail design specifications and user release notes.
- Develop, test, implement, and maintain custom software and system modules.
- Evaluate and identify needed processes, documentation, and service improvement opportunities.
- Manage multiple projects/priorities simultaneously.
- Provide programming and data analysis support for the custom applications.
- Provide troubleshooting support for escalated systems and application problems that cannot be resolved at a lower level.
- Train end users on systems and applications.
- Coordinate and facilitate staff training as needed for software implementations.
- Serve as the division contact with vendors for purchased application packages managing vendor support, upgrades to software applications, and other activities with vendors.
- Plan and facilitate meetings between various departments and software vendors.
- Perform related tasks as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge and understanding of web application development and object oriented design patterns. Must have the ability to display an understanding of the broad scope of a project while maintaining focus on individual tasks; to effectively and efficiently manage time and effort; to deliver detailed work to completeness; to multitask in a dynamic environment where priorities may change and to be flexible at all times. Must have excellent interpersonal skills and a willingness to learn and seek out new information.

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree in a related field and experience in web development. Must have a minimum of three years' experience in software development and maintenance. Experience with Student Information, Human Resources and/or Payroll systems development is desired. Development experience in Microsoft SQL Server, .NET framework, Visual Studio and HTML5 is preferred. Mobile application development for the iOS, Android and/or Windows platforms is highly desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Exempt	Description: 6/00, 7/12, 5/17
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