



# Job Description

## General Information

**Position Title:**

Programmer Analyst

**Department:**Library and Information  
Technology Services**Date:**

November 20, 2017

**Reports to:**

Director, Enterprise Information Systems

**Location:**

Burke Library

**FLSA Classification:**

Exempt (Salaried)

## Position Summary

As a member of the Central Information Services team, the programmer analyst supports, maintains and programs our enterprise information systems to achieve institutional efficiencies and strategic advantage. The programmer analyst works with faculty and staff to analyze needs and develop solutions to meet those needs.

## Responsibilities (Essential Functions) Include % of time spent for each Essential Function

**Programmer Analyst**

- Programs applications and interfaces for enterprise level systems using appropriate toolsets. [30%]
- Analyzes needs and designs and implements new processes and workflows that promote efficiency and strategic advantage in College operations and provide support for existing processes and workflows. [10%]
- Works with College personnel and vendors to design, implement and maintain interfaces to third party software products for on campus and hosted systems. [5%]
- Provides phone, email, and in person support for all enterprise level systems. (i.e. Colleague, WebAdvisor, User Interface, the Informer web reporting tool, OnBase) [40%]
- Participates as an active member of the Central Information Services Committee that serves to share information and promote best practices within the administrative offices of the College. [3%]
- Generates documentation of workflow, procedures, and software. [2%]
- Provides training for College personnel in the use of Colleague software, application processes, User Interface, Informer web reporting tool and OnBase. [5%]
- Completes technical and institutional training to strengthen organizational and technical knowledge. [2%]
- Participates as part of a team, understanding the various work styles of others, and their roles on the team. Demonstrates enthusiasm and commitment to the goals and objectives of the team. Seeks help from and offers guidance to other team members. Supports diversity and inclusion for everyone in the campus community. [N/A]
- Performs all other duties as assigned. [3%]

## Education and Previous Experience Requirements

All levels require a Bachelor's degree in a relevant field or the equivalent of education and experience combined.

**Desired Previous Experience Requirements:**



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Programmer Analyst candidates will have a minimum of 2 years of experience performing similar duties. Alternatively, 2 years of programming experience in a rigorous computer science curriculum will be considered.

## Knowledge, Skills, and Abilities

- Strong programming ability combined with thorough understanding of good database design principles.
- Ability to develop expertise in UniBasic, Envision, UniQuery, Colleague Studio, and general UNIX level commands.
- Ability to develop expertise with 4GL programming tools, Eclipse, HTML, ColdFusion, JavaScript/AJAX, and other programming technologies.
- Ability to work with the UniData database and relational databases (MSSQL, MySQL, and Oracle).
- The ability to successfully manage multiple priorities.
- Excellent customer service skills as well as verbal and written communication skills.
- Should be able to communicate technical information (both written and verbally) to technical and non-technical people in a supportive and meaningful way.
- Must embrace learning and working with constantly changing technology.
- Work collaboratively within our team, the department, and across the College.
- Experience supporting a large administrative system (ERP) in an academic setting is desirable.

## Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (neck)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand Use</b>				
Is repetitive use of hand required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Simple grasping (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simple grasping (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power grasping (right hand)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Power grasping (left hand)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting</b>				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Reviewed and Approved:  
(Sign and Date)**

**Department Manager/Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Director/VP:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Union Representative (If Applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_