



UNIVERSITY OF OREGON  
FOUNDATION

## **Programmer/Analyst – Job Description**

Date: September 28, 2012

Department: Reporting

Supervisor: Associate Director, Reporting

FLSA: Not eligible for overtime pay (exempt)

### **SUMMARY:**

The Programmer/Analyst, by providing technical resources and day-to-day application support, development and reporting, facilitates the Foundation's commitment to supporting the University's fundraising efforts. The Programmer/Analyst will design, program, and document medium-scale reporting and database projects in support of the Foundation's day-to-day operations. This position will support the constituent and accounting databases, and ensure process improvement and promotion of new tools and techniques. Additionally, this position will develop and maintain financial and biographic reports, and participate in general system enhancement.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Design, develop, document, analyze, create, test and modify computer systems and programs; examples: design and program stored procedures to maintain different reporting tables and interfaces to and from external systems; perform complex data transfers, interfaces, and conversions
- Apply system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications; example: consult with users on project design and reporting needs
- Provide system support to report writers in the Advance database application
- Participate in data management and auditing, querying Advance data for analysis and identification of anomalies
- Provide input for the establishment of system policies and procedures, standards and schedules

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Maintain professional relationships and a high level of customer service with all personnel
- Participate in ongoing training and education
- Perform other duties as assigned

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Typically requires Associates or Bachelors degree in Computer Science or related field and 4-6 years experience. Equivalent combinations of education and experience will be considered.
- Significant proficiency with SQL and writing queries against complex database structures.
- Experience using SQL Server and SSRS for standard report delivery
- Must be organized to effectively manage multiple projects and shifting priorities

- Maintain confidentiality as required and appropriate

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Experience working in a fundraising environment
- Experience with Sungard Advance
- Experience using SQL Server and SSRS for Business Intelligence
- Experience with Crystal Reportwriter

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- This job is conducted in an office work environment, sitting most of the time
- Approximately 90% of this position's duties require use of a computer
- Must be able to exert up to 10 lbs. of force occasionally
- Some travel may be required