



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Programmer Analyst

LOCATION: Information Technology Department
Initially located at the Warwick Campus

REPORTS TO: Director of Management Information Systems

GRADE: CCRI PSA 10

WORK SCHEDULE: Non Standard; 35 hours per week

JOB SUMMARY: Develop and modify computer programs and maintain existing administrative systems. Develop specifications and/or work from specifications supplied by other programmer analysts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Define requirements for system modifications with user departments.
- Define program specifications.
- Establish systems test and evaluate results of system modifications.
- Develop new programs and modify existing programs according to specifications and department standards.
- Review program specifications to confirm logic and time estimates with project leader.
- Test programs to ensure compliance with specifications.
- Provide assistance with projects that support the implementation of college wide information systems in collaboration with functional users.
- Develop documentation in accordance with department standards.
- Provide training and support for information systems (e.g. Banner) to faculty, staff, and students.
- Additional responsibilities as directed by the supervisor consistent with rank and position.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in reviews of work in progress with project team.
- Assist project leader in creating test data, updating data dictionaries and other project related tasks.
- Assist in evaluating and installing software used to support administrative systems.
- Maintain proficiency in programming and job control languages and other tools used in developing administrative systems.
- Perform other duties as required.

Knight Campus

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LICENSES, TOOLS AND EQUIPMENT:

- Must be proficient in the use of computer workstation equipment, computers, computer software and peripheral devices, such as printers and scanners.

ENVIRONMENTAL CONDITIONS:

- The incumbent is not substantially exposed to adverse environmental conditions. This position requires 24 hour call back in cases of emergency and supervisory presence, when required, on all shifts.
- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Associate's Degree plus one (1) year of significant programming experience is required; OR a combination of education in Computer Science or related field and two (2) years of significant programming experience.
- Application programming experience in an Ellucian Banner ERP software environment (Finance, Financial Aid, Student or Human Resources) preferred.
- Application development experience using Adobe Developer Tools (flex, flash) Java, HTML, SQL Server, Cold Fusion, Pro-C, Evisions Argos, MS Excel and MS Access is preferred.
- Demonstrated ability to select, insert, delete and update data stored in a relational database such as Oracle and MySql is required.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to communicate effectively and collegially with colleagues is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational skills are required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor