

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PROGRAMMER ANALYST I (Generic)

PAY GRADE: T-2

OVERTIME STATUS: **NON-EXEMPT**

### MAJOR RESPONSIBILITY:

Provide user support, develop application programs and perform analysis for the administrative computer systems. Work as a member of the Information Technology department's Application Support Team in assisting users in their utilization of computer applications and processes.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High school diploma required. An associate's degree or higher from an accredited college or university preferred. Industry certifications equivalent to the Microsoft Certified Systems Engineer are desirable.
2. Years of experience in field: A minimum of one year experience is required in computer/systems/report programming and/or systems analysis in a client server/web based relational database management system environment. A combination of verifiable work experience, education and training will be considered to satisfy this requirement.
3. Special skills or abilities related to position: Strong interpersonal and analytical skills are needed to interact with college employees and Information Technology staff. Must demonstrate good verbal and written communication skills. Must be service oriented and work with minimal to moderate supervision. Experience with Microsoft Office Suite, SQL, Informix, Cognos (or other business intelligence reporting tool), Java, HTML, XML, C, Unix/Linux preferred. Experience with the Jenzabar CX higher education enterprise system is preferred. Experience in the Florida College System preferred.

ESSENTIAL JOB FUNCTIONS:

1. Develop working knowledge of purchased Jenzabar applications and reports.
2. Create and maintain application programs according to specifications provided by systems analyst or chief information officer.
3. Conduct unit testing of developed, revised and upgraded applications.
4. Document developed application programs and processes according to department standards.
5. Assist users in their understanding and utilization of computer system processes and reports.
6. Participate in the analysis and resolution of user reported problems.
7. Develop operational reports (ACE and COGNOS).
8. Document the purpose of developed reports including any special logic and run instructions for users.
9. Query databases to identify data-related issues.
10. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President of Information Technology