COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROGRAMMER ANALYST II (General)

PAY GRADE: T-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for the small to mid-sized projects that require analysis, development, documentation, and maintenance of administrative computer programs and reporting. Works as a member of the Information Technology department's Application Support Team.

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 is required. Experience or training with object oriented programming languages and relational databases are required. An associate degree or higher in Computer Science or Information Systems from an accredited college or university is preferred. Industry certifications equivalent to the Microsoft Certified Systems Engineer are desirable.

2. Years of experience in field: A minimum of 3 years' experience is required in computer/systems/report programming and/or system 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. Demonstrate good verbal and written communication skills. Ability to develop new program applications or modify existing applications to efficiently provide desired results. Ability to visualize the flow of data and logic through a series of programs to correctly handle varying situations. Ability to work on multiple projects independently or as part of a team.

PREREQUISITES FOR POSITION (Qualification Standards):

   Experience with Microsoft Office Suite, Java, HTML, Perl, SQL, C, C++, C#, Cognos (or other business intelligence reporting tool), Informix, and 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 both technical and user-based knowledge of purchased Jenzabar modules and reports.
2. Analyze end users' data needs and develop user-oriented solutions which interface with existing applications.
3. Maintain custom developed application programs.
4. Use analytical problem-solving to diagnose and resolve user report problems with application processes.
5. Program efficient applications to meet user needs and reduce manual processing.
6. Design and conduct testing for developed and upgraded applications and processes.
7. Document developed application programs and processes according to department standards.
8. Query databases to identify data-related issues.
9. Develop operational and management information reports to meet user and administrative needs (ACE and Cognos).
10. Assist managers and users in their utilization and understanding of the administrative computer system processes and reports.
11. 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.

ENVIRONMENTAL CONDITIONS:

- Works inside 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: Chief Information Officer