COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROGRAMMER ANALYST III (General)
PAY GRADE: P-12
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for analyzing end users’ data needs and developing user oriented solutions which interface with existing applications. Works as a member of the information Technology department’s Application Support Team in the analysis of information systems problems and the development of solutions to those problems. Works closely with end users to improve their utilization and understanding of computer applications, processes and reports.

PREREQUISITES FOR POSITION (Qualification Standards):

1. **Education or training:** High School diploma is required. Training with object oriented programming languages and relational databases is preferred. 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 5 years experience is required in computer/system/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. Ability to develop new program applications or modify existing applications to efficiently provide desired results. Ability to visualize and troubleshoot 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. Must be able to maintain confidentiality. Experience with Microsoft Office Suite, Java, HTML, XML, Perl, SQL, C, C++, C#, Cognos (or other business intelligence reporting tool), Informix and Unix/Linux is preferred. Experience with the Jenzabar CX higher education enterprise system is preferred. Experience in the Florida College System is preferred.
ESSENTIAL JOB FUNCTIONS:

1. Develop expert technical and user-based knowledge of purchased Jenzabar modules and reports.
2. Develop expert technical knowledge of the college’s web portal to support Jenzabar provided portlets and to create custom portlets.
3. Analyze end users’ data needs and develop user oriented solutions which interface with existing applications.
4. Maintain custom developed application programs.
5. Use analytical problem-solving to diagnose and resolve user reports problems with application processes.
6. Program efficient applications in mid-size to large, complex projects to meet user needs and reduce manual processing.
7. Design and conduct testing for developed and upgraded applications and processes.
8. Document developed application programs and processes according to department standards.
9. Query databases to identify data-related issues.
10. Make additions to database schema to support college needs.
11. Develop operational and management information reports to meet user and administrative needs (ACE and Cognos).
12. Assist managers and users in their utilization and understanding of the administrative computer system processes and reports.
13. Perform other duties as assigned.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer or other electronic device.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Chief Information Officer