

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: SYSTEMS PROGRAMMER

PAY GRADE: T-5

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To be responsible for the analysis, development, documentation and maintenance of technical work done of the existing computer systems.

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: Bachelor's degree in the field of computer science required or A.S. in computer science including courses in database and system administration and a minimum of five years' work experience required.
2. Years of experience in field: With the bachelor's degree, minimum of two years' successful work experience in data system programming and/or system analysis in a UNIX environment required; or, with the associate's degree, a minimum of five years' programming/analysis experience within a Unix environment required.
3. Special skills or abilities related to position: Experience with Unix, Perl, Apache, Informix, SQL, Java, and C preferred. Experience in the Florida Community College System preferred. Experience with applications using LDAP to authenticate through Unix and Java using ODBC drivers to access Informix and Microsoft SQL preferred.

ESSENTIAL JOB FUNCTIONS:

Database Administration

1. Analysis of database performance.
2. Team with application developers when creating and indexing new schemas. Assist with implementation to move changes into the production environment.
3. Preventative actions to avoid database failures and improve performance.

ESSENTIAL JOB FUNCTIONS: (continued)

4. Team with application developers and report writers to analyze program performance and recommend appropriate tuning.
5. Determine, document, and test appropriate backup of Informix database and other Informix level procedures to assure a reliable and recoverable system.
6. Assist/perform upgrades of database management software to the vendor's most recent releases.

System Administration

1. Monitor system performance by writing and maintaining scripts to create reports that identify possible problems.
2. Schedule and maintain system scheduled Unix (cron) jobs. Resolve and review errors and logs.
3. Determine, document, and test appropriate backup and other Unix level procedures to assure reliable and recoverable system.
4. Assist/perform upgrades of operating system software to the vendor's most recent releases.
5. Team with applications staff to facilitate the efficiency and effectiveness of upgrades of current administrative software (including customizations) to the vendor's most recent release of the administrative computer system.

Quality Assurance

1. Responsible for stringent testing of system changes before implementing into the production environment.
2. Planning and executing recurring system maintenance orders (SMO). Applying the SMO to the test environment, merge local changes, incorporate the proper test, determine when the SMO is ready to move into the production environment, including the application of operating system patches and conducting system security audits.
3. Administer and maintain system access by adding new users to the system, updating and expiring system users as changes occur, and monitoring and enforcing regular password changes.
4. Develop, along with the network administrator, procedures for physical protection of computer assets, communications encryption, and password creation.

Business Process Re-engineering

1. Participate in design and implementation of management information systems.
2. Assist in maintenance of work products and systems.
3. Supervise operation of major routines.
4. Assist in training users in data input, data retrieval, and report interpretation.
5. Design and provide trouble-shooting for complex batch and on-line systems.
6. Supervise programmers who participate in coding of the systems.
7. Assist in developing definitions of input and output elements.

ESSENTIAL JOB FUNCTIONS: (continued)

8. Ensure user satisfaction with the solution of identified problems and ensure that solutions are in conformance with departmental standards.

(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 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