

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROGRAMMER ANALYST II (General)

PAY GRADE: P-10

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.

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 is 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. 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 reports 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.)

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.

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