COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PROGRAMMER III

PAY GRADE: T-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To support end user reporting and develop complex business intelligence reports using the Cognos Impromptu, PowerPlay and other business intelligence tools.

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: Graduation from a two-year college with courses in Computer Science and mathematics required.

2. Years of experience in field: Associate's degree with a minimum of six years' experience or (with a bachelor's degree, minimum of four years, or with a master's degree, minimum of two years) successful work experience in computer /systems/report programming and/or system analysis in a client server/web based relational database management system (RDMS) environment required.

3. Special skills or abilities related to position: Must demonstrate good verbal and written communication skills. Experience with Cognos (or other reporting tool), SQL, C, Unix preferred. Experience with the Jenzabar CX higher education enterprise system is preferred. Experience in the Florida Community College System preferred.

ESSENTIAL JOB FUNCTIONS:

Reporting:

1. Teach end-user report generation classes.
2. Organize and support report generation users' group.
3. Support end-users in their report programming.
4. Analyze general college reporting needs.

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ESSENTIAL JOB FUNCTIONS (CONTINUED):

5. Assist in the design of appropriate data marts, warehouses, extracts and/or other data structures to facilitate end user reporting.
6. Create and implement appropriate data structures to facilitate end user reporting.
7. Analysis of administrative user reporting needs.
8. Programming of reports to meet user needs.
9. Test reports and obtain user approval.
10. Document purpose of reports and any special logic and place in a report documentation library.

Applications:

1. Analysis of administrative user application needs.
2. Design of applications to meet user needs.
3. Programming of applications to meet user needs.
4. Development of application unit and system test plans.
5. Unit and system testing of developed and upgraded applications.
6. Documentation of developed applications according to department standards.
7. Maintain custom developed applications.

Business Process Re-engineering:

1. Analysis of administrative user business process re-engineering needs.
2. Development of re-engineered business process models.
3. Test new business process models to assure improvement.
4. Document improved business processes.
5. Implement improved business processes.

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.

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Chief Information Officer