Job Description

Position Title: Analyst 1, Informational Technology - Programmer

Job Family: Information Technology   Job Type: Professional - Entry

FLSA Status: Exempt   Salary Grade: 05

Position Summary:

> Performs technical analysis, design, programming and administration of College-wide systems. Performs desktop and mobile device management. Develops, tests, implements, maintains, and modifies scripts, group policies, and reporting tools. Analyzes technical problems, recommends improvements, modifications, and solutions.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Utilizes enterprise including software management, image deployment, mobile device management, security management, and other server-based tools to manage the campus IT environment.
2. Troubleshoots and assists with software, hardware and process problem diagnosis.
3. Confers with clients to determine needs and system configurations.
4. Develops, tests, implements, maintains, and modifies scripts, group policies, and reporting tools.
5. Assembles programs to create logical job stream.
6. Upgrades and installs programs and temporary fixes.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Skill in current and applicable computer programming languages relative to the assignment
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Skill in project management principles, processes, and techniques
5. Ability to adapt to a rapidly changing technical environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training in Informational Technology or a closely related field of study required.
- Bachelor's degree in Informational Technology or a closely related field of study required.
- Up to one year of related experience with IT troubleshooting and scripting may be required.
- One (1) to Three (3) years of related experience preferred.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required