

Job Description

Position Title: Analyst 2, Information Technology - Programmer

Job Group: Information Technology

Job Level Group: Professional - Intermediate

FLSA Status: Exempt

Position Summary:

The Analyst 2, Information Technology - Programmer researches, designs, programs, tests, and troubleshoots software products. Provides consulting and training for student employees. Develops system design and reports specifics. Analyzes and interprets business organizational data.

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. Coordinates development of system design for new or revised administrative systems. Documents and analyzes input and output requirements and procedural flow between departments. Develops user documents and forms.
2. Conducts extensive studies to assist users in evaluating the potential for automating existing or proposed work functions or processes. Assesses the feasibility of writing or modifying computer programs for administrative systems to meet user requirements.
3. Performs research to resolve technical questions and problems related to computer hardware and software. Contacts software vendors regarding possible defects and resolutions for software upgrades.
4. Plans, schedules, and presents user training programs for administrative systems.
5. Provides operational and procedural advice to supervisors and administrators during the planning process to meet project goals and objectives.
6. Serves as project manager providing technical leadership to assigned staff during coordination and review of work through all phases of project.
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. Skill in positive, productive and flexible customer service

6. Skill in problem solving
7. 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.

- 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.

- Bachelor's degree in Informational Technology or a closely related field of study required.
- One (1) to Three (3) years of related experience required.
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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate

office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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:

- Pre-employment Background Check Required