



Office of Human Resources

POSITION DESCRIPTION

POSITION:	Lead Programmer Analyst
LOCATION:	Information Technology
REPORTS TO:	Director of Management Information Systems
GRADE:	CCRIPSA 14
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	May exercise supervision over non-classified, student and hourly employees. Supervises project or task related assignments of Information Technology personnel performing duties within the MIS area.

JOB SUMMARY: Develop, maintain, support, and enhance the College's information systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide primary support and consulting services for one or more complex systems Directs users in the navigation and operation of various systems.
- Consults with user to identify current operating procedures and clarify program objectives.
- Establish specifications which are used to develop new applications or modify existing programs and job streams.
- Evaluates user requests for new or modified program to determine feasibility, cost and time required, compatibility with current system, and computer capabilities.
- Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements.
- Formulates complex plans outlining steps required to develop program, using structured analysis and design.
- Submits and discusses plans with user for approval.
- Develop and modify applications, programs, scripts and job streams according to department standards.
- Troubleshoot application problems and failures and collaborate with functional users and vendors to find and implement resolutions.
- Consult with users to identify and analyze business needs and recommend new programs or changes to business practices to satisfy requirements.
- Develop and modify technical documentation to support application maintenance, operations and end-user training.
- Coordinate system interfaces with other IT colleagues.
- Additional responsibilities as directed by the supervisor consistent with rank and position.

Knight Campus

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OTHER DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities with minimal supervision.
- Respond to technical emergencies outside of normal working hours as needed.
- Keep up with changes in software development tools and techniques, programming languages, web development, and vendor supplied information systems for higher education.

LICENSES, TOOLS AND EQUIPMENT:

Computers and peripheral devices, such as printers and scanners.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's Degree in Computer Science, MIS or a closely related field is required; or an Associates Degree plus 4 years of significant programming and analysis experience is required.
- Demonstrated experience working on complex applications in a higher education environment is preferred.
- Evidence of strong software development lifecycle management skills.
- Evidence of strong analysis and problem solving skills.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to work effectively and collegially with colleagues is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational and communication skills are required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Application programming experience in a Unix environment, with Ellucian HE Banner software (Finance, Financial Aid, Student or Human Resources) is preferred.
- Application development experience in PL/SQL, Cold Fusion, Pro-C, HTML, Groovy on Grails, MS Office applications is preferred.
- Ability to work under time constraints and with milestones.
- Experience with state of the art application development software packages.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor