



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Programmer Analyst
<b>LOCATION:</b>	Information Technology Department Initially located at the Warwick Campus
<b>REPORTS TO:</b>	Manager-Systems Development
<b>GRADE:</b>	CCRI PSA 10
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week

**JOB SUMMARY:** Develop and modify computer programs and maintain existing administrative systems. Work from specifications supplied by technical leads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- As required, performs duties of a Programmer Analyst in a structured Software Development Life Cycle (SDLC) environment.
- Works with lead programmer analysts, business analysts, and managers to develop solutions for end users.
- Develop and modify technical documentation to support applications maintenance, operations, and end-user training.
- Collaborate with team members to complete assignments.
- Maintain status of work assignments to report progress using supported project management tool.
- Ability to multi-task and prioritize work assignments.
- Works with IT Operations to troubleshoot and automate processes.
- Responsible for testing programs and procedures to ensure compliance with specifications.
- Troubleshoot problems and failures and work to resolve issues.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Participate in team review of work progress.
- Assist project leader in creating test data, updating data dictionaries and other project related tasks.
- Maintain proficiency in programming and other tools used in developing information systems.
- Additional responsibilities as directed by the supervisor consistent with rank and position.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.
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**Knight Campus**

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**LICENSES, TOOLS AND EQUIPMENT:**

- Must be proficient in the use of computer workstation equipment, computers, computer software and peripheral devices, such as printers and scanners.

**ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- Associate's Degree plus one (1) year of significant programming experience is required; OR a combination of education in Computer Science or related field and two (2) years of significant programming experience.
- Working knowledge of Evisions products Argos, FormFusion, Intellicheck preferred
- Working knowledge of Cold Fusion development preferred
- Application programming experience in an Ellucian Banner ERP software environment (Finance, Financial Aid, Student or Human Resources) preferred.
- Demonstrated ability to select, insert, delete and update data stored in a relational database such as Oracle and MySql is required.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to communicate 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 skills are required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.

**CCRI is an Equal Opportunity / Affirmative Action Employer**