



Position Title: Senior Systems Analyst
Reports To: Group Manager (Client Services)
Department: Information Technology
Prepared By/Date: Carol Flynn/10-04-2010
Approved By/Date: Karl Herelman/05-04-2010
Revised: Jennifer C. Brito/05-04-2010

Job Code: 0385-00E
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Senior Systems Analyst is responsible to determination of how best to meet the data processing need of Miami Dade College users, and for design and implementation of systems to meet established requirements. Responsible for the Financial Aid functions in IT/Client Services and must be well versed in applications using ASP.NET 2.0, or higher, developing in Visual Studio 2008, T-SQL in a SQL Server 2005 and 2008 Environment, VB.NET 2.0, or higher, developing in Visual Studio 2008, Reporting Builder 2.0.

Essential Duties and Responsibilities:

- Designs computer-based data processing systems using ASP.NET 2.0 or higher, developing in Visual Studio 2008, T-SQL in a SQL Server 2005 and 2008 Environment, VB.NET 2.0, or higher, Visual Studio Reporting Services Scripter (RS Scripter), SQL Server Reporting Services 2008 (SSRS), and Report Builder 2.0
- Establishes and maintains documentation for implemented systems in accordance with appropriate standards
- Trains personnel in the usage of new systems
- Performs related duties as required or deemed appropriate to accomplish assigned responsibilities and functions of the office
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of how relational databases work, and direct end users when there are production issues
- Knowledge of computer programming or systems analysis and design
- Knowledge of ASP.NET 2.0, or higher
- Developing in Visual Studio 2008 T-SQL Server 2005 and 2008 Environment
- Knowledge in Visual Studio 2008, Reporting Services Scripter (RS Scripter)
- Knowledge of SQL Server Reporting Services 2008 (SSRS), and Report Builder 2.0
- Batch scripting for Windows
- XML data querying using X-Path (XML Path Language)
- Ability to learn and adapt quickly to the changing technical environment deployed by the College
- Ability to write reports, business correspondence, and procedure manuals
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field from an accredited college/university; or six (6) years of data processing experience, either in programming or analysis activities. Experience in developing N tier applications as well as Web application with ASP and object oriented environment.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name