



Position Title: Part-Time Programmer/Analyst

Job Code: 8112-00E

Reports To: College Webmaster

Grade: HI

FLSA: Exempt

Job Description:

Responsibilities range from maintenance of existing systems to new software deployment.

Duties & Responsibilities:

- Develops high quality, state of the art software solutions on time and up to specification.
- Follows coding, source code control and document management standards for the department.
- Maintains and enhances current software architecture components.
- Performs other related duties as required.

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:

- Associate of Arts Degree or higher in Data Processing or Computer Science and two (2) years of computer programming experience in business or academic applications or systems programming.
- One (1) year of software development experience in client/server and web-based deployments.
- Development experience with one or more of the following: Visual Basic, C++, ASP (VB-Script), and Transact-SQL, required
- Knowledge of computer programming applications or systems programming techniques.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interprets 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 communicate effectively at all levels.
- Ability to work in a multi-ethnic/multi-cultural environment.
- Must be able to work a flexible schedule that may include evening and weekend assignments.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name