



POSITION DESCRIPTION

Position Title: Programmer Analyst

Division: Institutional Analysis & Information Management (I-AIM)

Classification: Computer Programmer 1 (CP1)

Supervisor's Title: Manager, Institutional Analysis & Information Management (I-AIM)

POSITION SUMMARY

Reporting to the Manager, Institutional Analysis & Information Management (I-AIM), the Programmer Analyst is responsible for analyzing, designing, developing, testing, and implementing software and business intelligence solutions for all functional areas across the college. The incumbent will receive guidance and direction from the manager in order to develop project plans and priorities. The incumbent will collaborate and communicate with stakeholders from all functional areas in the College to understand their business needs, analyze their requirements, develop well-designed, efficient, and maintainable code in accordance with programming standards, perform thorough testing to ensure the quality of the solution, participate in code reviews and provide constructive feedback to team members, create and maintain technical documentation to ensure it is up-to-date and accessible to stakeholders. This role requires adequate knowledge of modern software and BI development technologies and data integration methodologies.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

APPLICATION DEVELOPMENT

- Develops and maintains BI and software applications and database systems by evaluating client needs and analyzing requirements.
- Uses coding standards to program the computer by encoding project requirements in programming languages, entering coded information into the computer (SQL, .NET, and other technologies).
- Confirms program operations by conducting tests, modifying program sequence, and/or codes.
- Consistently writes, translates, and codes software programs and applications according to specifications.
- Writes programming scripts to enhance functionality and performance of college applications as necessary.

STRATEGY & PLANNING

- Collaborates with all programmer analysts, ERP system analyst, and ITS in developing new software and BI applications.
- Analyzes and assesses existing business systems and procedures.
- Accomplishes department and college mission by successfully completing assigned projects and on-going operational initiatives on time.

RESPONSIBILITIES AND ACCOUNTABILITIES

ACQUISITION & DEPLOYMENT

- Conducts research on emerging application development software products, languages, and standards in support of procurement and development efforts.
- Collaborates with project team for efficient implementation of new third-party software products or systems and for resolution of any adaptation issues.
- Performs software improvements and upgrades.

DATA MANAGEMENT & GOVERNANCE

- Develops, documents, and maintains web-enabled and drillable reports and dashboards.
- Integrates data from different sources.
- Extracts and manipulates large amounts of data from SQL databases and other databases by writing complex and efficient SQL queries.
- Conducts data and source system analysis.
- Maintains data security and integrity of the system by implementing and maintaining college-wide security standards.

OPERATIONAL MANAGEMENT

- Collaborates with ITS to assist in resolving problems with the network, in-house software applications, or college software systems.
- Designs, runs, and monitors software performance tests on new and existing applications for the purposes of correcting errors, isolating areas for improvement, quality assurance, and general debugging.
- Generates statistics and develops decision support applications (reports and dashboards) for stakeholders on the status of the programming application processes.
- Develops and maintains user manuals and guidelines for developed applications.
- Updates job knowledge by participating in educational opportunities, reading professional publications, and maintaining personal networks.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0 _____
Staff Positions Indirectly Supervised 0 _____

Other Key Relationships:

This position must work closely with all other I-AIM staff, Information & Technology Services, as well as functional area leaders and staff across the institution.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Education and Experience: Bachelor's degree in computer science or a related field, and a minimum of 3 years of recent, related experience. Or an equivalent combination of education and experience.
- Programming Skills: Proficiency in various programming technologies, languages, and tools, including Visual Studio, C#.NET, .NET Core, Entity Framework Core, Azure DevOps, Razor/Blazor, JavaScript, jQuery, JSON, CSS, T-SQL, Power BI, SSRS, and SSIS. Knowledge of VB6, VB.NET, ASP.NET, ASP.NET MVC, ADO.NET is an asset.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Analysis Skills: Strong analytical and problem-solving skills to understand business needs and translate them into technical solutions.
- Database Skills: Proficiency in database management systems, preferably Microsoft SQL Server. Additional knowledge of Oracle or MySQL is an asset.
- Agile/Scrum Team Experience: Experience working in an Agile/Scrum project team. Knowledge of agile development principles and practices.
- Communication: Excellent communication and interpersonal skills to work effectively with both technical and non-technical stakeholders.
- Teamwork: Ability to work collaboratively within a team and mentor junior team members.
- Adaptability: Willingness to learn and adapt to new technologies and tools, architectures, design patterns, and best practices.
- Quality Assurance: Knowledge of software testing and quality assurance best practices.
- Security Awareness: Understanding of cybersecurity principles and best practices to ensure system and data security.
- Problem Solving: Effective problem-solving abilities to identify and address issues in software and systems.

Employee's Signature

Date

Supervisor's Signature

Date