

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



PROGRAMMER ANALYST

**FLSA: EXEMPT
RANGE 33**

POSITION DESCRIPTION:

Under the direction of the Director of Information Technology Systems, the employee receives assignments and is expected to carry them through to completion with substantial independence. Position in this classification do not supervise others, however, they may serve as lead workers or contractors.

ESSENTIAL DUTIES/FUNCTIONS:

- Provides technical expertise, defines guidelines, sets program standards and defines testing parameters in the design of information systems applications.
- Develops and implements complex business rules with systematic design concept.
- Employs state-of-the-art languages and tools to maximize systems performance.
- Modularizes large-scale developments into manageable components.
- Analyzes, designs, develops, tests, debugs, implements and maintains complex school applications and new system processes and service to establish and improve SMC's information technology environment analyzes complex business objectives and performs modularized system design work to provide other programming staff with manageable program components and specifications.
- Performs advanced programming support for distributed client/server and web based applications development environments.
- Provides prompt and effective resolutions to application problems.
- Conducts training sessions, and/or demonstration/presentations and acts as a resource for other team member to resolve their applications development problems/issues.
- Evaluates and recommends latest development technology to ensure the fitness and effectiveness of adopting new technology into the District's computing environment.
- Communicates with other Information Technology team members and other computing support personnel, contractors, and vendors to resolve system integration and connectivity issues.
- Performs other related duties as requested or assigned.
- Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of object oriented and structural programming languages
- Knowledge of shell programming, file transfer protocols and editing
- Knowledge of state-of-the-art development tools
- Knowledge of large-scale client/server environment and Web based multi-tier network computing architecture
- Knowledge of school administrative operations and business rules to support and develop the best programming resolutions
- Skill employing advance programming languages, designs and concepts
- Ability to exercise independent judgment on issues, including technical decisions and task identification

ABILITY TO:

- Supervise a small group of technical staff engaged in the study, design, analysis, and implementation of complex information systems and applications
- Conduct surveys and feasibility studies
- Analyze highly complex problems in information systems
- Write and code highly difficult and complex programs
- Develop test data and analyze problems in highly complex programs
- Adapt business methods and procedures to information technology
- Fully utilize the commands, functions, and operations commonly used in mainframe, server-based, client-based, and other related software
- Prepare clear and logical system designs
- Communicate highly complex technical concepts both orally and in writing
- Estimates needs for staff and maintain work schedules
- Work effectively and cooperatively with District staff
- Meet project schedules and deadlines
- Provide technical assistance to users and staff members with lower-level technical skills
- Makes presentations on information technology topics
- Communicate highly complex technical concepts both orally and in writing
- Write clear and comprehensive reports and instructions
- Respond to highly complex programming needs/problems accurately and take appropriate action
- Train and evaluate the work of assigned staff
- Learn and apply new concepts in information technology
- Learn the characteristics of new systems and update skills to adapt to changing technology

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

- Bachelor's degree, or equivalent, from an accredited college or university
- At least six years of relevant hands-on experience, preferably within a college or other government organization

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.