SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION

POSITION TITLE:	Information Technology Programmer/Analyst		
JOB CLASSIFICATION:	___ Administrator - Educational		___ Confidential
	_X_ Administrator - Classified		___ Classified
	___ Faculty		
RANGE:	20		
HOURS PER DAY:	8		
HOURS PER WEEK:	40		
MONTHS PER YEAR:	12		
REPORTS TO:	Director of Information Technology or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform systems design and modification; database administration; programming; and hardware and software selection and modification. To perform routine to complex duties in support of the College's administrative and academic functions for mainframe, local area network, and personal computer applications. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others. This job class exercises responsibility for the successful provision and supervision of information technology services for the District, which requires specialized knowledge in the areas of information technology systems, operations, and programming. This job class functions at a full supervisory level of classification, is overtime exempt, and is not eligible for longevity benefits.

TYPICAL DUTIES

Essential Functions:

- Writes, tests, implements, modifies, and maintains a variety of complex computer programs using the District's information systems, and third party vendor software and database designs.
- Analyzes existing programs and makes necessary program modifications; assists or leads in analyzing new releases of ERP applications and tools and evaluating the impact of custom modifications.
- Configures, administers and maintains databases and database servers as related to the District's ERP systems providing database functions to application and web services.
- Performs installation and updating of servers, databases and application software for the District's ERP systems.
- Identifies and corrects program logic errors; prepares solutions that fit available timelines and resources.
- Researches and analyzes federal, state, and local requirements, policies and

procedures to design and implement computer solutions for District needs.

- Identifies details of analysis studies; determines and locates sources for collecting data and information.
- Develops, understands, and communicates future direction of systems including cost benefit analysis.
- Performs project leader responsibilities; monitors and coordinates activities of the project; constructs time and cost estimates; provides project reports, updates, and recommendations.
- Writes and revises technical manuals using proper operating procedures for use of software.
- Conducts training sessions for end users.
- Operates a variety of computers and related equipment including mainframe and file servers, printers, and network related equipment.
- Keeps abreast of technical developments and information system trends; anticipates changing needs by self-study and participation in courses, seminars, and conferences.
- Assesses workload implications and feasibility of new system requirements; analyzes existing systems performance in relation to specified requirements to ensure proper integration of new programs.
- Evaluation of change requests to ensure proper integration within existing ERP systems.
- Reviews, redesigns, or modifies existing systems to improve effectiveness and efficiency.
- Learns and implements new languages and technologies as required.
- Communicates with District users and technology services staff to ensure information needs are being met.
- Serves as a resource person to the District with users, vendors, and other community college consortia members.
- Supports a "Data Warehouse" capability to meet the information needs of the District, both as-scheduled data extracts and on an as-needed request basis.
- Supports the District's State MIS and Federal reporting needs.
- Provides support and writes queries and creates reports for ad-hoc, operational or general data reporting needs.
- Works in cooperation with the Office of Research and Planning to assess and meet the data needs for departments, staff, faculty, and students.
- Attends various meetings, conferences, and seminars related to data processing operations and serves on various district committees as resource person.
- Supervises other staff as needed.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- principles, concepts, practices, terminology of operating systems, client/server architectures and related services.
- techniques and practices of computer programming, database management, and software support.

- principles, techniques, and tools for effective and efficient troubleshooting and performance monitoring.
- emergency and disaster preparedness and recovery for information and communication systems.
- computer operating systems, hardware, network systems, LAN and internet computing technologies.
- SQL and other related enterprise database management system (DBMS) architectures.
- principles and practices for design, integration, and transition to/from an enterprise DBMS.
- Current industry information, vendor direction, new products and new technical architectures.
- computer languages as specified
- supervisory methods and techniques

Ability to:

- organize, prioritize, and track tasks, requests, and projects effectively using appropriate charts, project management and database tools
- analyze complex information technology and programming procedures and develop logical conclusions
- develop, write, test, debug, and modify information technology programs
- translate program statements into computer language or from one language to another
- instruct, write, and listen effectively; correctly interpret and resolve complex problems
- meet timelines by working productively and efficiently with minimal oversight
- keep accurate and complete records, and system documentation for areas of responsibilities
- review, analyze, and summarize reports orally, in writing and electronically
- maintain a broad knowledge of state-of-the-art technology, equipment, and/or systems
- supervise, direct, and formally evaluate the work of assigned staff
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work evenings and weekends as needed to accomplish essential functions

QUALIFICATIONS

Experience and Education Required:

- Combination of training, education, and experience equivalent to a Bachelor's Degree, with major coursework in computer information systems and database technologies or related areas.
- Minimum of three years professional and supervisory experience directly developing or supporting an integrated database Enterprise Resource Management System; progressively responsible experience in an information technology or administrative role.

APPROVALS

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
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Date Created/Revised:	01-09-15
Cabinet Reviewed:	01-12-15
Board Approved:	01-21-15

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)