Job Description

Job Title: Programmer/Analyst II   **JTC: TOC**

Salary Range: N05   **FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

An intermediate level position responsible for designing, coding, documenting and testing new and existing programs. Develops, implements and/or maintains moderate to complex computer programs for information systems. Analyzes and designs departmental systems and develops solutions. Responsibilities are broad in nature, usually requiring originality, ingenuity and innovation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principals of multi-platform application and program development. Knowledge of standard programming languages, principles, methods and techniques of computerize data processing, computer applications, including hardware and software. Able to use logic and technical knowledge in completing programming tasks. Ability to learn and apply new technologies related to module development. Must be able to keep current on technological changes and best practices in in programming and application development.

Knowledge and experience with application testing, tuning and debugging. Knowledge and experience with user interface design for websites, web applications, and/or mobile applications. Ability to analyze and solve complex problems; coordinate, plan and schedule activities; test and implement programs; review and evaluate technical information. Ability to review progress, develops solution and evaluate results.

Ability to work independently with minimal supervision and collaboratively and cooperatively with diverse team members and other stakeholders and constituents. Strong organizational skills with the ability to develop effective work methods and meet short deadlines in a high-pressure environment.

Demonstrated ability to write working computer code in a variety of industry-standard programming and query languages. Must be able to work on a variety of application development efforts with competing deadlines. Skilled in maintaining system documentation, analyzing problems, formulating solutions, and recognizing possible implications of those solutions.

Must have a strong work ethic and integrity with excellent analytical and interpersonal skills. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate Degree with three (3) years of experience in related field. Official transcripts will be required. Must have valid driver's license for off-site travel. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Analyzes, develops, tests, implements, maintains, and documents programming code for existing and/or new programs and software applications. Provides analysis of programming needs, technical specifications, and coding to maintain, modify, expand, or create new programs to respond to user needs. Identify and document software system purposes, work-flows, output needs, and program requirements and specifications to define system requirements for analysis, modification, and reporting based on institutional standards.

Utilizes departmental requirements for application program documentation and operating instructions. Gathers, analyzes and interprets data for the purpose of process improvement. Performs research and identifies program problems; develops solutions. Assists in developing proposed computer applications in terms of equipment requirements and capabilities. Maintains professional and technical knowledge by participating in professional development activities.

Establish and maintain rapport with diverse clients, stakeholders and constituents in order to understand user/service requirements. Participates in team meetings and discussions to provide support and resolve problems. May serve as project evaluator and/or reviewer. Provides support, as needed, for developing, implementing, and/or maintaining third-party software and associated interfaces to internal administrative software applications.

Compiles and writes documentation to describe program development and revisions. Plans and prioritizes assignments to meet specified deadlines. Installs, tests and upgrades moderate to complex proprietary software. Provides technical support to various departments, translating business needs into the development of functionality for multiplatform applications.

Uses effective oral and written communication skills to convey information to diverse internal/external stakeholders and constituents within the DCCCD network community adapting the content of message to the needs of the audience. Provides excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.