DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

JOB TITLE: Programmer/Analyst V

DATE PREPARED: Spring 2007

DATE REVISED: Fall 2008, Spring 2009; Fall 2012; Spring 2013; Spring 2015; Spring 2017

GENERAL SUMMARY: A senior lead position responsible for designing and coding custom system-level enhancements. Serve as technical resource for all aspects of the program development environment for the application programming and development staff. Reviews progress and evaluates results. Act as liaison with other departments, divisions, and/or organizations. Evaluates progress and results and recommends major changes in procedures. Operate with considerable latitude for un-reviewed action or decision.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
- Provides analytic/diagnostic services and uses highest level of technical skills to answer questions, identify problems and takes action to solve.
- Codes complex programs from specifications, tests and implements complex programs.
- Gathers, analyzes and interprets data for the purpose of process improvement.
- Performs technical trouble-shooting and provides solutions for various Colleague application modules.
- Maintains a high degree of expertise of the Colleague program development environment to include data, delivered programs and delivered program functionality at both the system and program level.
- Recommends, implements and plans for technical improvements and enhancements.
- Compiles and writes documentation to describe program development and revisions.
- Serves as project leader and/or assistant on complex projects which requires coordination, planning and scheduling work of technical employees during project development and implementation phases.
- Consults and evaluates user requirements for programs and/or systems.
- Prepares user documentation for on-line applications.
- Coordinates team meetings and discussion of detailed assignments to achieve end-results.
PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- May provide guidance and/or direction to others.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:
Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:
May be required to lift and move materials and equipment weighing up to 50 pounds

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:
Bachelor's degree or higher plus three years’ experience in computer programming or Associate’s degree plus five years’ experience in computer programming or graduation from high school or equivalent plus seven years’ experience in computer programming. Demonstrated in-depth knowledge and proficiency with programming environments and programming tool sets (e.g. Datatel Colleague, Enterprise Resource Planning System, Envision, Tool-Kit programming language and UniData, DBMS, or SQL server and ASP, PHP, or Java). Demonstrate proficiency with complex analytical requirements. Advance knowledge of structured programming techniques and ability to test application programming. Skill in writing program code. Ability to analyze and solve complex problems; coordinate, plan and schedule; test and implement programs review and evaluate technical information. Ability to analyze problems and develop solutions, to code, tests, and debugs computer programs, to determine software problems. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***