Position: Programmer Analyst	**Position Number:**
Department/Site: Information Technology Resources	**FLSA:** Non-Exempt – (Classified CSEA)
Reports to: Director of Information Technology Resources	**Salary Range**: 40

BASIC FUNCTION:

Under the direction of the Director of Information Technology Resources or assigned area administrator, analyze manual and automated systems and procedures and prepare computer programs or modify existing programs as appropriate to respond to user needs; create, maintain and support various systems, and assure the integrity of data within the college's databases; work closely with end users to fulfill assigned requests, and assure proper access to the system.

REPRESENTATIVE DUTIES:

- Study and analyze new and existing systems and procedures of individual departments regarding requirements, organization, and flow of data, methods, and forms.

- Analyze and design systems for a variety of District office functions.

- Produce and design flow charts and make revisions as necessary.

- Develop programs according to the needs of individual departments; write new programs or modify existing programs as necessary; archive data according to established procedures.

- Analyze program objectives and design desired output.

- Communicate with users as necessary to respond to requests for assistance or to explain proper use of programs.

- Write or modify programming documentation in accordance with new or changed program.

- Remain current on developments in computer programming equipment, applications, and techniques; participate in training programs as required.

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Database theory and practical applications.
- Principles, practices, and techniques of computer programming and analysis.
- Designated computer programming languages, including languages in use by the District's and related systems.
- Research and analysis techniques as related to computer programming.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Design complex methods of processing data with electronic computers.
- Apply the principles and techniques of computer programming to specific user needs and problems.
- Demonstrate proficiency in a designated computer programming language and software.
- Prepare flow charts and diagrams.
- Detect errors in data and program structure, logic and coding.
- Write clear and concise programming documentation.
- Compile, organize, analyze and present statistical and technical data.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in computer science or related field and three years of computer programming experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL DEMANDS:

Sitting for extended periods of time.