Classification Specification:
Sr. Programmer Analyst

BGSU
Bowling Green State University

Classification Number:	64113	Pay Grade:	31
Effective Date:	04/04/2014	Current Exemption Status:	Nonexempt

Position Summary

Develops applications and provides support services for information systems through analysis, testing and implementation. Ensures efficiency, reliability and security of systems and services. Collaborates with users and management to effectively communicate the need for changes and services. Serves as technical lead for assigned services and applications.

Essential/Primary Duties

– Analyzes reports to identify root causes; resolves problems; and recommends enhancements for future consideration.

– Collaborates with user groups such as faculty, staff and administrators to identify project work requirements and potential solutions.

– Designs and develops solutions using high level programming languages.

– Tests solutions for accuracy and precision. Creates test plans for users to validate and accept results of work.

– Manages software development life cycle for assigned project work.

– Implements and installs newly-developed or third party software.

Experience and Education

Experience

– Two years related experience required

Education

– Associates degree in related field required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to query, run reports and modify data in financial systems
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence
— Ability to perform basic computer programming
— Ability to effectively utilize audio/visual equipment
— Ability to design and develop computer applications; write requirements and test plans; produce documentation; and communicate/collaborate with colleagues, clients and managers

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None