

Classification Specification: Programmer Analyst

Classification Number: 64112
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Develops databases and programs. Tracks and maintains printers and computers within the department. Acts as liaison between the department and ITS.

Essential/Primary Duties

- Develops databases and other essential programs.
- Maintains inventory of department printers, computer equipment and other stored items.
- Acts as first line of contact and support for issues with computers, software, phones and printers.
- Assists with building and maintenance issues working directly with department maintenance personnel.
- Orders equipment for installation and parts for equipment maintenance. Sets up sound and projection equipment. Troubleshoots equipment installed by department. Maintains phone movements and installations.

Experience and Education

Experience

- One year related experience required

Education

- Some college coursework required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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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 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

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.