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## **DESCRIPTION, DUTIES, AND EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	<b>PROGRAMMER ANALYST</b>
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE STAFF, FULL-TIME (12 MONTHS) - EXEMPT
<b>DEPARTMENT:</b>	INFORMATION SYSTEMS CENTER
<b>DEPARTMENT HEAD:</b>	CHIEF INFORMATION OFFICER
<b>IMMEDIATE SUPERVISOR:</b>	CHIEF INFORMATION OFFICER

### **SUMMARY:**

The Programmer/Analyst is responsible for software development and enhancement. This position includes troubleshooting and maintenance of existing software. This position works as a member of the Information Services team to design, code, maintain, test and document data driven applications. Most of the applications are web based with a few that are Windows based.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Create, write and maintain computer programs for specific requirements including web based and windows form based systems.
- Consult with management and end users to specify program intent, to identify problems and to refine specifications.
- Work within programming specifications to meet goals accurately and on time.
- Create and maintain documentation for programs and processes.
- Confirm project requirements by reviewing specifications, process and data flow.
- Review and refine existing programs and processes to ensure design effectiveness and maximize business potential.
- Maintain technical and professional skills and knowledge by reviewing publications, attending workshops, participating in professional groups and mailing lists.
- Perform other related duties as assigned.

### **JOB REQUIREMENTS & QUALIFICATIONS**

#### **Knowledge and Skills:**

Required:

- Solid understanding of RESTful web services

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- Experience with HTML5, CSS3, JavaScript
- Single Page Application development
- AngularJS, Bootstrap
- .Net application development
- Knowledge of data processing system design methods, techniques and standards.

Beneficial:

- SQL language knowledge
- SQL Report writing experience
- SharePoint experience

Required Skills:

- Excellent communication and interpersonal skills
- Excellent problem solving and analytical skills
- Adaptable
- Lifelong learner

**EDUCATION & EXPERIENCE:** Significant experience in web and forms based programming. A degree in Computer Science or related technical field required.

**WORK RELATIONSHIPS:** Position reports directly to the Chief Information Officer. Through the Chief Information Officer, this position report to the Vice President of Academic Affairs. Position works directly with other Information Services staff and collaboratively with departments and offices across the college.

**GENERAL EXPECTATIONS OF POSITION:** Regular attendance on the job is an essential function of the position. Maintain office hours as needed or assigned. Conduct is expected to be professional and courteous. Work additional hours as necessary to successfully carry out all position responsibilities and to achieve the position's goals and expectations. Work weekends and evenings as necessary. Maintain confidentiality. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this position description may be added to, amended, or deleted at any time by the position supervisor, department head, or college president.

**DISTRIBUTION:** One copy of this document will be provided to the employee, immediate supervisor, and department head. An additional copy will be maintained in the employee's personnel file.