



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Lead Programmer Analyst
POSITION NO.	501400
LOCATION	Warwick Campus
REPORTS TO	Manager, Systems Development
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May exercise supervision over Non-classified, Classified, Part-time and Student Employees.
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

Develop and maintain programs within the College's information systems.

DUTIES AND RESPONSIBILITIES:

- Develop and modify applications, reports based on defined specifications with little direct supervision
- Troubleshoot application problems and failures and work to resolve issues
- Provide assistance to projects that support the implementation of college wide information systems in collaboration with functional users
- Develop and modify technical documentation to support application maintenance, operations and end-user training
- Provide training and support for information systems to faculty, staff, and students
- Additional responsibilities as directed by the supervisor consistent with rank and position
- Work with programmers and other team members to test applications
- Work with Business users to provide solutions and to complete requests
- Provide technical assistance to user areas
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Perform all duties and responsibilities with minimal supervision
- Perform duties of Programmer Analyst as required
- Respond to technical emergencies outside of normal working hours as needed
- Keep up with changes in software development tools and techniques, programming languages, web development, and vendor supplied information systems for higher education
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

LICENSES, TOOLS, AND EQUIPMENT:

Computers and peripheral devices, such as printers and scanners.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree is required; OR an Associate's Degree plus four (4) years of relevant programming experience is required; OR an Information Systems Certified Professional plus eight (8) years of relevant programming experience
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability
- Demonstrated ability to communicate effectively and collegially with colleagues
- Demonstrated logical, analytical, and problem-solving skills
- Demonstrated capacity for self-directed learning
- Excellent organizational and communication skills

- Ability to supervise and manage others productively
- Ability to work independently on multiple assignments and to work collaboratively within a team
- Experience with PL/SQL

PREFERRED QUALIFICATIONS:

- A minimum of three (3) years of application development experience; working on complex applications in a higher education environment
- Experience with Ellucian Banner ERP software (Finance, Financial Aid, Student or Human Resources)
- Experience with data warehouse technologies

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.