

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Analyst/Programmer

BASIC FUNCTION: Under the direction of the Director of Software Development, provides analysis of District programming needs, technical specifications and coding to maintain, modify, expand or create new programs to respond to user needs and ensure efficient operation of those programs within the District's administrative computer systems. Tests modified and/or new programs to ensure that changes operate correctly and have no adverse impact on other programs or data. Creates special records, files, extracts and interfaces for existing databases and third- party software applications.

REPRESENTATIVE DUTIES:

1. Maintains programming code for existing administrative software applications.
2. Develops moderate to complex custom software applications.
3. Develops static and dynamic web content for administrative web applications.
4. Designs and implements program test scenarios for quality control purposes.
5. Performs program analysis for new and existing software applications as requested.
6. Provides technical support and documentation for Information Services staff.
7. Provides needed support for third-party software and associated interfaces to internal administrative software applications.
8. Evaluates requests from Director for new and modified programs to determine feasibility and compatibility with the existing administrative software applications.
9. Assists in development of programming policies and procedures.
10. Attends departmental and committee meetings to provide input pertaining to administrative systems applications as appropriate.
11. Develops additional skills, knowledge and abilities through education, training, in-services, seminars, and conferences in order to maintain and enhance the level of knowledge and skills required to satisfactorily complete job assignments, to stay current with technology trends related to areas of responsibility, as well as to provide recommendations to improve software applications and procedures.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution is required.

EXPERIENCE: Three to five years of directly related experience as a programmer is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: The principles and techniques of programming, using languages similar to the District's current programming environment is required. Computer systems design, database organization, structure and optimization, structured queries, functional and technical specifications, validation and acceptance procedures, information systems standards and procedures, problem diagnosis and resolution, documentation standards,

web-based systems, problem solving techniques, principals and techniques of programming and application generation tools is desired.

ABILITY TO: Exhibit competent written and verbal communication skills; communicate effectively with faculty and staff; carry out written and verbal instructions; establish and maintain effective relationships with faculty, staff, students and others; analyze complex user problems, evaluate alternatives and devise efficient, cost-effective, user-friendly solutions; provide technical guidance and recommendations concerning administrative systems; communicate complex technology applications issues clearly to non-technical parties orally or in writing; work under pressure of deadlines and still make decisions that are appropriate for the situation; locate problems based on verbal explanations and correct errors without disrupting end-user operations is desired.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, managers, faculty, software and hardware providers, local, state and federal agencies, and employees at other higher educational institutions.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.