Palamar Community College District

Lead Programmer Analyst

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

To perform a variety of complex and technical duties in the analysis, design, programming, testing, implementation and maintenance of the district's enterprise business systems; to provide computer application and procedural support to district departments and personnel. The Lead Programmer Analyst develops procedures, computer and application solutions within a specific functional area and provides the project leadership required to implement the solution.

This is an advanced level class in the Programmer Analyst series. Work at this level focuses on development and implementation of computer systems and application solutions; employees at this level receive minimal instruction or assistance, are knowledgeable of departmental functions and the enterprise business systems used by the district, and fully aware of the operating procedures and policies of the work unit. The Lead Programmer Analyst has responsibility for leading a team in the necessary research and analysis to provide management, technical personnel and end users with the information and specifications required to select, configure and operate the district's computer systems. Leads systems and application implementations including application module updates and/or new application module installations and develops standards and procedures to obtain optimum, reliable performance of the district's enterprise business systems.

The Lead Programmer Analyst must possess an advanced degree of technical knowledge and skill in the areas of computer science and project leadership, higher education administrative practices, and applicable knowledge of the enterprise business and operating systems currently in use by the district, and the interpersonal and administrative skills necessary to evaluate complex business problems and effectively communicate alternative solutions at the technical, user, and administrative levels.

Supervision Received and Exercised

Receives direction from the Manager of Systems & Programming. Receives functional supervision from higher-level programmer analyst staff.

Essential Function Statements

Essential responsibilities and duties may include, but are not limited to, the following:

1. Analyze, develop, code, test, debug, implement, and maintain all enterprise business application programs within a functional area using the district's current application programming and relational database management system toolset. The current toolset consists of Oracle, SQL, SQR, COBOL, Query, Application Engine, Crystal Reports, nVision, and PeopleTools.

2. Work independently on complex programming assignments utilizing established standards and procedures, develop program specifications, and receive instructions and guidance on more intricate assignments. Work is usually reviewed by higher-level personnel for accuracy.
3. Design new processes, data collection methods and reporting formats.

4. Perform some or all of the duties required of a Programmer Analyst as necessary to complete assignments.

5. Prepare charts, tables, and logic diagrams needed in problem analysis.

6. Develop system documentation and complete descriptions of all specifications required. Additionally, develop common operations that can be reused.

7. Devise data verification methods and establish controls and methods to monitor system and data integrity.

8. Advise appropriate personnel on the implications of new or revised systems.

9. Provide project leadership in all aspects of user consulting, systems analysis, general and detail systems design, and vendor contacts; communicate with user department staff, vendors and Information Services personnel to monitor accuracy and efficiency of systems and programs.

10. Understand user functions, organization and role in the enterprise to the extent required.

11. Provide guidance to users regarding upgrades and system improvements.

12. Provide technical support to subordinates and users, whenever necessary.

13. Keep abreast of changes in business application technology industry.

14. Document assignment status and apprise management of problems or unexpected resource requirements.

15. Fulfill departmental requirements in terms of providing work coverage and administrative notification during periods of personnel illness, vacation, or education.

16. Attend and present at trade shows and conferences; stay abreast of new trends, technologies and innovations in the computer field.

17. Operate a variety of computers, network servers and other peripheral equipment.

18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Advanced principles and techniques of computer programming, basic online programming and programming documentation.
- Various computer-programming languages
- Operating procedures of computer systems and related equipment.
- Advanced principles and practices of database management systems.
- Advanced principles and techniques of systems analysis and design.
Ability to:

- Provide project leadership for user department staff, vendors and information services personnel.
- Analyze, design, program, install and maintain complex computer systems.
- Educate IS staff to identify, evaluate and solve program problems.
- Operate a variety of computer software applications and peripheral equipment.
- Read, interpret and apply complex technical publications, manuals and other documents.
- Train IS staff to analyze data and develop logical solutions to complex data processing application programming problems.
- Create and update a variety of required computerized files and records.
- Prepare clear and concise computerized reports.
- Provide oral and written instructions for others to follow.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Multi-task work assignments
- Work independently and provide direction to others.
- Establish and meet project schedules and timelines.
- Plan, lead and organize work for others.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four to five years of increasingly responsible computer programming and analysis experience. Familiarity with the district’s enterprise business system and operating system is desired Primary experience should be with large-scale business systems and knowledge of the district’s relational database management system is required.

Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in computer science or a related field preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with faculty and staff.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; operating computerized equipment.