RHODE ISLAND COLLEGE
JOB DESCRIPTION

Title: Lead Programmer Analyst
Status: Full-time, continuous, 35-hour week (May involve evening and/or weekend work as required)
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Manager, Systems Development

PRIMARY PURPOSE:

Design, develop, and maintain applications in support of College administrative and academic objectives. Develop specifications for other programmers/analysts and work from specifications supplied by others. Will have project management and related supervisory responsibilities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Evaluate, develop, test, implement, and support programs/applications, which include:
- Preparing feasibility studies of new program/application requests.
- Defining technical and business requirements with business users for new programs/applications, and defining specifications, process, and procedures for programs/applications.
- Designing programming logic; writing program code for applications; and developing applications that support business processes.
- Developing documentation for applications in accordance with department standards.
- Testing applications and evaluating application performance after implementation.
- Identifying technical and business issues associated with program/application implementations.

Manage projects, which include:
- Establishing and tracking project schedules; identifying manpower requirements to develop and operate the programs/applications.
- Reviewing programs and documentation developed by project teams to ensure compliance with specifications and standards.

Support the administrative systems, which include:
- Providing training to others on functions of new programs/applications.
- Developing new programs/applications and modifying existing programs/applications according to specifications and department standards.
- Maintain proficiency in programming, systems analysis and project management tools and techniques used to develop new programs/applications and support existing programs/ applications.

Assume project lead responsibilities for application development projects or other management duties as directed, which include:

- Assuming a leadership role in technical innovation, improvement and assessment, and the professional development of staff.
- Taking a lead role in long range planning for the application development team; writing plans and proposals for the application department team.
- Leading other programmers, and/or technical, professional, clerical, and student support staff as assigned.
- Assisting in supervising project team members, making presentations, establishing and enforcing program/application development standards and training staff.
- Perform all duties and responsibilities of a Senior Programmer/Analyst.

Occasional Job Functions:

- Perform other job-related duties as may be required.
- Evaluate, specify, and procure related components. Develop, and manage information technology related bids, contracts, request for proposals and vendor relationships in support of information technology initiatives.
- Manage and participate in committees, working groups, councils, etc. in support of information technology initiatives.
- Develop grants, funding and resources for information technology initiatives in collaboration with faculty, staff, and students.
- Function independently or as a member of an information technology team as assigned.
- As part of self-training and in support of comprehensive, redundant, user focused support, perform functions normally assigned to other information technology supporting staff as required.
- Provide related administrative functions and help desk support; works non-standard shifts, provide on call telephonic or pager support as required.
- Consistently develop and exhibit a positive, user focused, customer service attitude, and atmosphere.
- Provide on call remote or on-campus support for any job-related issues, as required,
- Work occasional evenings, weekends, and/or holidays, as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

- A minimum of six year's experience in programming and application development.
- Experience in SQL and at least two programming languages.
- Experience in working with Windows system platform.

Skills, Knowledge and Abilities:

- Competence in Microsoft Windows system platform.
- Competence in SQL and in at least two programming tools.
- Understanding of programming logic and competence in application design.
- Project management skills and ability to work effectively with others.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.
- Strong organizational and administrative skills.
- Ability to communicate effectively (verbally and in writing) and possess strong interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to supervise and train other programmers.

PREFERRED:

- Bachelor's in CS, CIS or closely related field.
- Experience in PeopleSoft.
- Experience in Microsoft SQL and/or Oracle.
- Experience in SQL and in using two or more of the following programming tools: HTML, Java, PeopleSoft, SQL, SQR, Visual Basic.
- Experience in supporting HR, Student Administration, Financials, and/or any other administrative systems.

ENVIRONMENTAL CONDITIONS:

This position requires occasional lifting, moving, and or installation of moderately heavy equipment (such as computers), wiring, and other related information technology components.