



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

SENIOR PROGRAMMER I

A Classified Professional Position
Grade 210S – Salary Schedule 40

A. General Statement

The Senior Programmer I performs technical work with responsibility as a project leader for application programming and project supervision. The position is responsible for detailed design and implementation of application systems in accordance with specifications provided. The work involves performing more technical portions of the application programming projects as well as defining, managing, and evaluating the work performed by other staff assigned to these projects. The position is also responsible for implementation, support, and maintenance of third-party vendor software, and to serve as a liaison with users of the District's administrative systems. The Senior Programmer I interacts with other staff to insure optimal program performance and efficiency within the administrative systems environment. Consequences of errors in judgment are costly in terms of employee time. Public contact includes ITS staff, College and District users and faculty, members of the public and software vendors. The Senior Programmer I directs the work of programmer/analysts and other staff. A high degree of independent judgment and creativity is required to resolve many minor and major problems when they occur.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Coordinates the installation, implementation and testing of new releases of administrative systems and applications software provided by third-party vendors with College and Chancellor's Office personnel and ITS staff/management
2. Serves as user liaison providing support services for end users, including assistance in the development of end user production schedules and task plans related to system processes, training support for end user trainers, support for development of procedural documentation by end users, and help desk support
3. Assists ITS operations staff in production scheduling and running system processes, and in management of the Colleges administrative information systems database

4. Provides specifications for programming modifications and improvements, including system flow charts, program logic, database access methods, input/output procedures, and record/report layouts, which make effective use of the technical environment
5. Manages information technology projects, as required, to implement programming tasks, defines, directs and evaluates the work of other assigned staff on the projects
6. Prioritizes projects and tasks and coordinates staff resources with ITS management, operations staff, and peers
7. Develops computer programs for more complex and critically important portions of the application systems
8. Maintains and/or audits the maintenance performed by staff for job/process documentation, report books, and program documentation, and assists in the maintenance of the ITS department procedures manual
9. Serves as a liaison between the District, third-party software and hardware vendors for product upgrades, problem resolution, and recommended improvements; Include interfacing with other districts on state-wide projects
10. Assists in the maintenance of appropriate test data bases and environments for testing and debugging the application systems
11. Conducts a regular routine of application software maintenance, including the review of previously implemented systems for accuracy and efficiency, implementing modifications in the software and documentation where appropriate
12. Serves as a resource to programming staff for guidance in ITS standards and procedures and workstation products, and assists in defining and maintaining the basic skills of the staff
13. Serves as an ITS representative for District technology committees or task forces as required
14. Give presentations at state-wide conferences on new software implementations at SMCCCD
15. Coordinates local, state, and federal reporting, and program maintenance for regulatory changes
16. Performs other related duties as required

C. Requirements

1. An Associate in Arts Degree from an accredited institution in computer science, data processing, electronics technology, network technology or a closely related field
2. Success work experience of increasing responsibility which has included proficiency with several programming languages, including C and COBOL with embedded SQL, PL/SQL Oracle development tools and utilities, such as Toad, Hyperion, Evisions, Argos, XML, HTML, as well as application programming and project leadership

OR

An acceptable equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires sitting or standing for prolonged periods of time, dexterity of hands and fingers to operate a computer keyboard, touch screen and mouse

E. Knowledge, Skills & Abilities

1. Knowledge of current application programming methods in a relational data base environment
2. Skill in the use of C and COBOL with embedded SQL, PL/SQL Oracle development tools and utilities, such as Toad, Hyperion, Evisions, Argos, XML, HTML
3. Skill in the use of the BANNER administrative system software in application areas as assigned, and in the use of BANNER job submission and other GENERAL products
4. Functional knowledge of application areas (Finance, Human Resources, Student, Financial Aid) to support end users. Ability of individual programmers to work across modules

5. Ability to design efficient application systems in an online or batch mode, including data base access methods
6. Ability to design effective testing environments
7. Skills in written and oral communications

(3/2015)