

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:	Vacant
DATE:	November 2021
JOB TITLE:	PROGRAMMER ANALYST
LEVEL:	N/A
JOB CLASS:	PROFESSIONAL
JOB-STATUS:	FULL-TIME YEAR-ROUND
WORK LOCATION:	ST. VINCENT'S ANNEX
TITLE OF IMMEDIATE SUPERVISOR:	ADMINISTRATIVE SERVICES MANAGER
DEPARTMENT:	INFORMATION TECHNOLOGY
SECTOR:	EVP

JOB SUMMARY:

The Programmer/Analyst provides comprehensive programming and applications support for the University administrative information systems. This position is also accountable for the coordination, implementation, and testing of assigned systems.

ESSENTIAL DUTIES:

- Perform analysis, design, development, and troubleshooting of complex client/server information systems
- Assist departments in learning, understanding, and utilizing university information systems as they relate to specific departmental functions
- Assist users in developing reports and database related projects as they pertain to the central university databases
- Maintain administrative database user accounts and security
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.
- Perform other duties as assigned

PROGRAMMER ANALYST
GENERAL DESCRIPTION:

% of Time	Description
40%	Analysis, design, development, and troubleshooting of university information systems.
40%	Assist users in developing reports and database-related projects as they pertain to the central university databases.
20%	Assist departments in learning, understanding, and utilizing information systems specific to their departmental needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Must have comprehensive knowledge of client/server computing and database systems.
- 2) Must have knowledge of relational databases.
- 3) Must possess the ability to work with and understand a variety of departmental-specific applications.
- 4) Ability to design, develop, test, and implement user applications.
- 5) Excellent oral and written communication skills that enable clear communication of technical issues to non-technical users.
- 6) Sufficient manual dexterity with proficiency to handle various office machines including but not limited to computer keyboard, computer software applications, calculator, copy machine, and fax.
- 7) Ability to read and comprehend the English language sufficiently to be able to read and understand various forms, documentation, files, and information in the department.
- 8) Ability to receive telephone calls, respond to inquiries, and communicate with others by telephone with or without reasonable accommodations.

PROGRAMMER ANALYST

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, calculator, cutting, labeling, and taping involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the essential functions listed above.

QUALIFICATION STANDARDS:

- 1) Bachelor's degree in computer and information science, or related field, with five years of work experience preferred, or an Associate degree in a related field and a minimum of ten years of related work experience.
- 2) Must have an understanding of mission-critical systems and the integrity required for database management and development in this arena.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date

Nov 2021