

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Computer Programmer/Analyst** Department: **Information Systems & Services**

Prepared by: G. Nickerson 3/27/07 Approved by _____ date _____

Supervision received: The Programmer/Analyst will report to the Director of IS&S or Asst. VP for Business Affairs/ISS.

Supervision given:

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose

I. This person will provide support for various IT software systems and the staff using those systems. He/she will also develop, debug, and document software and support interfaces for various software needs.

Essential functions

II. DUTIES AND RESPONSIBILITIES:

A. Primary Duties and Responsibilities:

1. Perform programming/analysis tasks as assigned by the Director of IS&S, and according to established standards and generally accepted practices of the Office of IS&S.
 - a. Design program logic.
 - b. Code programs in assigned languages.
 - c. Test software, upgrades and procedures prior to installation on production system.
 - d. Install software, upgrades and procedures for production use.
 - e. Document programs, JCL, procedures, dataflow, etc.
2. Assume primary responsibility for major software systems as assigned by the Director of IS&S.
 - a. Act as IS&S staff expert on assigned software systems.
 - b. Act as lead Programmer/Analyst for development and maintenance projects for assigned software systems.
 - c. Act as liaison between IS&S and the user community. Provide training, procedures and consulting support on assigned systems as needed or as requested by the Director of IS&S.
 - d. Develop, test, and distribute reports for assigned software systems.
 - e. Act as liaison between software end-users and software provider support staff.
3. Develop new processes, sub-routines, and software as identified.

3. Develop web based interfaces for new and existing software.
4. Assist in identifying, implementing, and supporting new ERP software system.

Other duties

B. Secondary Duties and Responsibilities:

1. Develop a strong working knowledge of:
 - a. The day-to-day operations of IS& S.
 - b. Software systems (PC and Mainframe).
 - c. Hardware systems (PC and Mainframe).
 - d. Operating systems (PC and Mainframe).
2. Assist the user community and the IS&S staff with the identification and resolution of software/hardware related problems.
3. Work with the Director of IS&S and the user community to develop recommendations on University software and hardware upgrades and needs.
4. Provide assistance to IS&S staff on other software systems that are not the Programmer/Analyst's primary responsibility as time permits or as requested by the Director of IS&S.
5. Develop knowledge and skills required to achieve and maintain a high degree of professional excellence in the execution of the responsibilities of this position.
6. Maintain a positive, cooperative attitude with the IS&S staff and the user community.
7. Perform other duties as needed and as requested by the Director of IS&S.

III. Supervision:

The Programmer/Analyst will report to the Director of IS&S, but will receive some supervision and direction from the Senior Programmer/Analyst.

IV. Qualifications:

Education Required: Bachelor's degree in Computer Science (or related field).

Preferred:

Experience Required: 2-3 years professional experience as a Computer Programmer.

Preferred: 5+ years as a business Programmer/Analyst.

<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision: _____ <input type="checkbox"/> exempt	FLSA: <u>non-</u>	<i>HR Office only</i> IPEDS: _____ Sal/Grd assignment: _____
PRN(s) _____		

Equipment

Hardware: Required: Mini-computer/mainframe experience.

Preferred: Sun Solaris, HP/9000 or other mid-level Unix experience

Software: Required: COBOL, HTML, XML, PHP, SQL, and any 4GL.

Preferred: Oracle, C++, Java, .NET, and Solaris Operating Systems.

Other: Required: Structured Analyses, design, and programming techniques. Database experience. Batch programming experience. Good written and verbal communication skills.

Preferred: Web and related programming experience. PC literate.

Special Requirements

V. Other Job Information:

Professional dress and attitude required.

May be required to work unusual hours and schedules to meet deadline requirements.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature

Date

Supervisor signature

date

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

___ New
exempt

X Revision: _____ FLSA: non-

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IPEDS: _____

Sal/Grd assignment: _____

PRN(s) _____