

**College of the Siskiyous  
Job Description**

**Job Title:** Systems Analyst/Programmer    **FLSA:** Exempt

**Group:** Admin. Support/Management    **Salary Schedule:** Admin Support/Management

**Job Summary:**

Designs, develops, and maintains complex applications for the District. Provides primary software support for the District's financial applications and integration of reports to aid all budget managers. Develops and maintains web applications for existing and new computer applications.

**Essential Duties and Responsibilities include the following:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Designs, develops, tests, maintains and delivers complex District computer programs that handle student and course information processing.

Prepares and maintains technical documentation for in-house computer programs.

Integrates student, course, employee and fiscal computing systems.

Participates in establishing computing priorities within the District.

Meets with users and managers to develop specifications for applications and programming projects.

Prepares and transmits required MIS reports for the state of California.

Prepares ad hoc reports from District databases.

Manages user accounts and security on the MS SQL server.

Troubleshoots and repairs problems with District computing systems.

Trains end-users and serves as a help desk for end-user questions and problems for both in-house and commercial software.

Delivers database content on the World Wide Web.

Performs related duties as assigned.

**Employment Standards:** The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree in Computer Information Systems or a related field. At least three (3) years of data systems analysis and programming.

Knowledge: principles and practices of systems analysis and programming; community college regulations and practices; data systems analysis and programming; relational database design and programming with MS Access and MS SQL; CCC MIS data element dictionary; Microsoft programming tools and procedures; web programming.

Ability: Ability to provide technical leadership in Information Technology; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; design relational database applications and integrate existing database applications with one another; plan and execute upgrades; maintain software enhancements; develop programming execution plans using prioritized task lists.

Physical Efforts/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. Occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

**Job Description Adopted: 2/11/03**

**Revised: 9/2/03**