



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Lead Programmer Analyst
LOCATION:	Information Technology
REPORTS TO:	Director of Management Information Systems
GRADE:	CCRIPSA 14
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	May exercise supervision over non-classified, student and hourly employees. Supervises project or task related assignments of Information Technology personnel performing duties within the MIS area.

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

Develop, maintain, support, and enhance the College's information systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide primary support and consulting services for one or more complex systems Directs users in the navigation and operation of various systems.
- Consults with user to identify current operating procedures and clarify program objectives.
- Establish specifications which are used to develop new applications or modify existing programs and job streams.
- Evaluates user requests for new or modified program to determine feasibility, cost and time

required, compatibility with current system, and computer capabilities.

- Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements.
- Formulates complex plans outlining steps required to develop program, using structured analysis and design.
- Submits and discusses plans with user for approval.
- Develop and modify applications, programs, scripts and job streams according to department standards.
- Troubleshoot application problems and failures and collaborate with functional users and vendors to find and implement resolutions.
- Consult with users to identify and analyze business needs and recommend new programs or changes to business practices to satisfy requirements.
- Develop and modify technical documentation to support application maintenance, operations and end-user training.
- Coordinate system interfaces with other IT colleagues.
- Additional responsibilities as directed by the supervisor consistent with rank and position.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities with minimal supervision.
- Respond to technical emergencies outside of normal working hours as needed.
- Keep up with changes in software development tools and techniques, programming languages, web development, and vendor supplied information systems for higher education.

LICENSES, TOOLS AND EQUIPMENT:

Computers and peripheral devices, such as printers and scanners.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's Degree in Computer Science, MIS or a closely related field is required; or an Associates Degree plus 4 years of significant programming and analysis experience is required.
- Demonstrated experience working on complex applications in a higher education environment is preferred.
- Evidence of strong software development lifecycle management skills.
- Evidence of strong analysis and problem solving skills.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to work effectively and collegially with colleagues is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational and communication skills are required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.
- Application programming experience in a Unix environment, with Ellucian HE Banner software (Finance, Financial Aid, Student or Human Resources) is preferred.
- Application development experience in PL/SQL, Cold Fusion, Pro-C, HTML, Groovy on Grails, MS Office applications is preferred.
- Ability to work under time constraints and with milestones.
- Experience with state of the art application development software packages.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345