Class Code:..........0597F
Position #:(PTAA).......
Developed by:...........SG
Reviewed by:............MM
Approved by:............
Date:............03/05; 12/06

UNIVERSITY OF RHODE ISLAND
  Position Description

TITLE: Lead Programmer Analyst

DIVISION: Academic Affairs (Management Information Services)

REPORTS TO: Manager, Application Development & Support Svs

GRADE: 14

SUPERVISES: Technical and clerical personnel assigned to
               Management Information Services

BASIC FUNCTION:

Analyze, design, code, install and maintain the major integrated administrative systems of the institution. Coordinate the development and maintenance of systems within an institutional framework. Develop specifications for other programmer analysts. Has project and related supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate user groups to define departmental and institutional information needs.

Design integrated databases.

Coordinate system procedures and workflows between user offices.

Assist in the implementation, upgrading, and support of University associated systems.

Review new functions being added to integrated systems to ensure data integrity, MIS and University standards, procedures and conventions.

Coordinate project schedules to ensure effective phasing into integrated system.

Prepare analyses and/or feasibility studies of new and proposed systems.

Define program specifications and system procedures.

Evaluate, install and maintain applications packages and other software used to support administrative systems.

Create and maintain documentation in accordance with department standards.

Establish and track project schedule and identify resource requirements for each phase of a project from conception to maintenance.

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Create, implement and maintain systems for the University; integrate systems and create system-wide test plans for use before, during, and after system implementation.

Identify policy, personnel and budgetary issues associated with systems design.
Review programs and documentation developed by project team to ensure compliance with specifications and standards.

Design forms and source documents.

Instruct computer and user department staff members on functions of new system.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain proficiency in programming, systems analysis and project control tools and techniques and industry trends and terminology used to develop systems.

Perform duties and responsibilities of a Senior Programmer Analyst.

Assist in supervising and evaluating project team members and identifying institutional information needs.

Assist in making system presentations and establishing and enforcing standards, training staff and assigning programs.

LICENSES, TOOLS AND EQUIPMENT:

Must be proficient in the use of various software and programming tools, computer workstation equipment, as well as Internet development tools, terminology and practices.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree required with a preferred concentration in computer science, management information systems or related information technology area, plus a minimum of four years' experience programming, implementing and maintaining information technology systems, analyzing needs and determining appropriate solutions for administrative systems or Internet business applications, or client/server, or mainframe; OR an associate's degree in computer science or related field and six years' experience with the above. Experience working with three or more of the following required: ERP applications, Java, JSP, SQR, SQL, Crystal Reports, and relational database programming (Oracle preferred). Experience in higher education is desirable. The following are also required: experience
performing duties and responsibilities with minimal supervision; strong analytical, written and verbal communications skills; strong administrative, supervisory and interpersonal skills; ability to work as a member or leader of an integrated project team consisting of end-user and technical support staff; ability to organize and coordinate project tasks; ability to work with conflicting multiple priorities, willingness to

QUALIFICATIONS: (cont'd)

learn and support new programming languages and technologies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.