

**Class Code:.....0868G**  
**Position #:(PTAA).....**  
**Developed by:.....MM**  
**Reviewed by:.....SG**  
**Approved by:.....**  
**Date:8/09; 7/10; 3/12; 9/12**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Senior Programmer Analyst  
**DIVISION:** Academic Affairs (University Computing Systems)  
**REPORTS TO:** Manager, University Computing Systems (UCS), Application Development & Support Services  
**GRADE:** 12  
**SUPERVISES:** Clerical personnel assigned to University Computing Systems

**BASIC FUNCTION:**

Analyze, design, code, install and maintain the major integrated administrative and academic systems of the University of Rhode Island. Coordinate the development maintenance, and integration of systems to maximize services delivered through technology for students, faculty and staff. Develop specifications to complete programming or provide to other staff members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for analyzing and programming applications as assigned to support administrative and academic technology services, within the University.

Design, program, test, implement, integrate and maintain application packages, including databases and/or data tables and files, to support administrative and academic systems.

Coordinate system procedures and workflows between functional user offices.

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

Coordinate technical job schedules to ensure effectiveness and accuracy.

Define program specifications and system procedures.

Create and maintain documentation in accordance with departmental standards.

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

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

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

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.

Provide technical assistance as needed.

**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.

Maintain proficiency in business trends for providing services as needed for the technical system services provided by UCS.

Perform duties and responsibilities of a Programmer Analyst.

Assist in identifying institutional information needs.

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

Perform other duties and responsibilities as assigned by supervisor relating to providing technical services at the University.

**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 with a minimum of two years of required experience OR an Associate's degree with a minimum of four years of required experience. Required experience is as follows: programming/coding, implementing and maintaining information technology systems, as well as analyzing needs and determining appropriate solutions within ERP, Internet, client/server, or mainframe systems environments; programming experience working with one or more of the following is required: ERP applications, Java, JSP/ASP, SQR, SQL, and relational database programming; experience performing duties and responsibilities with minimal supervision; strong analytical, written and verbal communications skills; strong interpersonal skills; ability to work as a member or leader of an integrated project team consisting of end-user and technical staff; ability to organize and coordinate project tasks; ability to work with conflicting multiple priorities, willingness to learn and support new programming languages and technologies as well as business functions; ability to clearly communicate and interpret technical issues with non-technical end users.

**PREFERRED:** Programming experience with PeopleSoft/Oracle ERP, Oracle database, and experience in higher education.

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