

BOILERPLATE

Class Code.....0869
Position #:(PTAA).....
Developed by.....SG
Reviewed by.....
Approved by.....
Date.....5/92

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Senior Programmer Consultant

DIVISION: Academic Computer Center

REPORTS TO: Manager, User Services

GRADE: 12

SUPERVISES:

BASIC FUNCTION:

Analyze, design and develop a variety of computer programs to serve the requirements of the Academic Computer Center. Provide programming expertise and consultation to users with varying levels of proficiency. Implement and maintain computer software and provide technical support in the development of new systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Design systems and programs in accordance with specifications provided by management.

Evaluate project requirements in terms of staff time, programming resources and computer science.

Develop and implement programs to meet program specifications.

Perform research and structure information to be used by management in the evaluation of Computer Center functions and responsibilities.

Provide varying levels of technical consultation to faculty, staff, researchers and other users of the computer facilities.

Participate in the testing and implementation of systems revisions.

Develop programs and utilities to improve the effectiveness and integrity of existing user services.

Install existing applications packages in compliance with vendor specifications, and once installed, maintain and enhance the packages.

Maintain a detailed knowledge of several programming languages, applications and job control languages.

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Teach courses on programming languages, applications packages, job and terminal control language.

Maintain a working knowledge of state-of-the-art computer applications in anticipation of the growing needs of the user community.

OTHER DUTIES AND RESPONSIBILITIES:

Document programs, applications packages and procedures used throughout the system.

Prepare articles for the Computer Center newsletter.

As part of the training, perform functions normally assigned to Lead Programmer Consultant, although to a lesser degree.

Perform the duties of a Programmer Consultant.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Computer workstations, related software and associated peripheral devices.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree is required, as is two to four years of computing experience. Must be thoroughly proficient in several programming applications, and have substantial understanding of the overall functioning of the operating system. Must have sufficient experience to work independently on most tasks, requiring only general direction on other tasks. Depending on the needs of the Computer Center, specific experience may be required in scientific programming, graphics, numerical analysis, network operating systems, desk top publishing, statistics, etc. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, be able to organize and coordinate projects, and be able to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretations to other staff members. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills.

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