Mt. San Antonio College

POSITION DESCRIPTION
SYSTEMS ANALYST/PROGRAMMER

OVERVIEW:

Under supervision, confers with Information Technology personnel to help with feasibility studies, system design, analysis, program design, coding and other programming tasks to produce reports, mathematical calculations and maintain data files; assists in the solution of operational difficulties encountered in existing programs; and does other work as required.

EXAMPLES OF DUTIES:

Prepares all elements of program documentation; prepares test data and organization or program testing schedule; analyzes program performance during testing and corrects any malfunction; codes program instructions; does limited systems analysis studies either independently or in cooperation with senior staff members; prepares revisions to existing programs as conditions and procedures change; is responsible for training of, and/or preparation of training materials for operators of the program; assumes increasing responsibility for independently performing programming tasks.

MINIMUM QUALIFICATIONS:

Knowledge of:

Programming concepts and operating principles of computer systems.

Ability to:

Apply the capabilities and inter-related used of various data processing machines to specific problems and processes;
Understand and carry out oral and written instructions;
Size up situations and people accurately and adopt an effective course of action;
Establish and maintain effective relationships with faculty, staff and others contacted in the course of work.

Experience and Education:

One year of experience as a programmer trainee, or one year of experience in an organized inservice training program. Persons with the knowledge, ability and experience as stated above are considered to have the necessary education.