GAVILAN COLLEGE

Computer/Programmer Analyst

POSTING CLOSING DATE: Wednesday, December 23, 2015 at 5:00pm.

Full-Time Permanent Position (1.0 FTE)
40 hours per week plus full benefits
$27.89 to $33.90 per hour

Ideal Candidate: The ideal candidate will have functional knowledge of student information systems, and the ability to translate that into the technical knowledge needed for implementation and support of Gavilan's Ellucian Banner ERP system. Knowledge of, and experience with, Oracle databases, SQL, and PL/SQL programming is required. Desirable skills include implementation, testing, reporting, ongoing maintenance, and general end-user support of Ellucian Banner Student and Financial Aid modules as well as its integrated systems.

Definition:
Under general supervision, provides high level technical and analytical support for all phases of the colleges application software life cycle. Provide training and support; design and write applications in a highly developed relational database and networked environment. Work independently to coordinate and perform difficult and complex programming in the analysis of systems requirements and the preparation of computer programs. Provide computer solutions within and across divisions through designing, creating, or modifying computer programs.

Distinguishing Characteristics:
This classification is distinguished from other information technology related classifications by its focus on the performance of complex functions related to computer programming and analysis of computer systems.

Essential Duties: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Creates, tests, verifies, debugs, revises and refines complex programs; revises and refines existing programs and systems
- Understand and translate user needs into logical system and programming design, file design, data definitions and interrelationships between fields, files and functions using standard system analysis methods and modeling techniques
- Write specifications for customer requests; determine system testing and acceptance requirement
- Write computer code necessary to accomplish specified tasks; test and debug programs
- Write and modify program, file, field, operational and customer documentation for support applications according to standards
- Studies, analyzes and resolves program problems as assigned; consults with computer staff regarding operational problems and objectives
- Prepares detailed flow charts and documentation for computer programs; writes operating instructions for the processing of jobs and reports; exchanges information with technology department staff regarding programming project plans, staff assignments and workload priorities
- Provides technical information to users

- Meets with MIS staff to analyze and resolve more complex problems as they occur
- Attends workshops, seminars and other meetings to obtain current information
- Evaluates, develops, writes and presents systems proposals on operations of moderate and larger scale; prepares documentation, including instructions and procedures for the preparation, processing and control of assigned systems
- Reviews performance of installed systems to ensure that desired performance and application objectives are met; recommends corrective action when necessary
- Trains and coordinates the work of other programming staff as needed
- Performs other duties as assigned

Minimum Qualifications:

Required:

- SQL programming skills
- Visual Basic for application skills within Microsoft Office

Knowledge of one or more of the following is helpful:

- Oracle Internet Developers Suite, including Oracle Forms
- Microsoft Visual Studio focusing on Visual Basic
- LAMP environment highly desirable, especially PHP skills
- Reporting tools such as Oracle Discoverer or Crystal Reports
- Ellucian Banner database schema
- Computer programming principles, techniques and procedures for administrative, business and academic applications
- Operating principles and characteristics of an Oracle database system in both a Windows Server and Linux environments
- Personal computer hardware and software utilized by the district's analysis and design procedures and techniques
- Batch and on-line applications
- Methods of form and document design
- Techniques for instructing others in software usage job planning, prioritizing and scheduling techniques

Skill in:

- Analyzing systems and problems and developing new or modified applications to meet varied needs
- Analyzing system requirements and selecting appropriate hardware and software solutions
- Developing logical procedures and developing tests to validate program design
- Troubleshooting hardware and software problems and debugging programs and applications
- Preparing clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Translating user department needs into operational applications instructing user department staff in the operation of new or revised computer applications, including explaining system concepts to non-technical users
- Exercising sound judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of work

Ability to:

- Read, analyze and interpret technical manuals, procedures and instructions
- Define problem areas, collect and evaluate data, and make appropriate recommendations
- Make arithmetic calculations accurately and rapidly
- Communicate effectively, both orally and in writing

- Attend to and analyze detailed information
- Exercise discretion and safeguard the confidentiality of information
- Understand and follow oral and written directions
- Effectively interact with other staff, operating departments, and representatives from vendors
- Trace, identify, and resolve hardware and software malfunctions

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work days, evenings, and weekends at on and off campus locations.

Illustrative Education and Experience: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Two years of college level course work with major course work in computer science, business procedures or a closely related field and three years increasingly responsible experience in programming business and/or academic applications in an Oracle database environment.

Physical Characteristics: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office and equipment repair facility and use standard office equipment and computers. This work is performed primarily in an office setting but includes travel between college locations

Application Process

To be considered for this excellent opportunity at Gavilan College, you must submit all of the following documents through the CCC Registry Website no later than **5:00pm on Wednesday December 23 2015.**

1. CCC Registry online application (required)
2. Cover letter detailing qualifications and experience (required)
3. Resume (required)

Click here to apply https://www.cccregistry.org/jobs/viewPosting.aspx?postingID=65200

- If you have any questions related to the District or information presented on this webpage, please call the Gavilan College Office of Human Resources at (408) 848-4755 or (408) 852-2887.

   Hours: Monday-Friday 8:00am – 5:00pm

- If you have questions related to CCC Registry or technical questions regarding submitting application materials on the CCC Registry website, please call the CCC Registry directly at 1- (800)-245-4157.

    Hours: Monday-Friday 8:00am – 5:00pm

NOTE: The Registry will be closed for the holidays as of December 21st. If you need immediate assistance during their closure, please contact Marta Gonzalez at 408-848-4755.

Please be aware, the District does not reimburse for expenses related to the recruitment process.