

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Programmer

GRADE

2

PAGE

1 of 2

ORGANIZATIONAL UNIT

Campus Technology

REPORT TO

Manager of Administrative
Software Systems

APPROVED BY

Board of Trustees
December 6, 2007

SUMMARY:

Develops and maintains web and desktop applications and database system integrations. Performs maintenance and provides technical support for the College's administrative software systems and databases. Works with external vendors and consultants to support the College's application software. Provides high-quality service to a diverse group of faculty, staff, and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyses, designs, and develops computer programs in a web-based or client/server environment. Validates functionality prepares documentation, and provides user training on these systems.
2. Responsible for client/server software components contained in the College's administrative software systems (e.g., PowerCampus, PowerFaid and Dynamics GP). Responsible for the timely upgrades of administrative software. Researches changes and coordinates software upgrades.
3. Provides Support and Assistance to College employees in the use of administrative software applications and integrations.
4. Works with the Lead Data Architect and other programmers to maintain integrity, security, and functionality of the administrative databases of the College.
5. Collaborates with vendors and other technical support personnel to aid in the solution of problems regarding administrative software applications and integrations.
6. Develops and document all administrative software systems and operational procedures.
7. Develops programs and applications to use in the following environments: web browsers, Windows OS, and other operating systems.
8. Provides recommendations for application software purchases.
9. May supervise student workers and interns. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.
10. Serves on various College committees and performs other job-related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Programmer

GRADE

2

PAGE

1 of 2

ORGANIZATIONAL UNIT

Campus Technology

REPORT TO

Manager of Administrative
Software Systems

APPROVED BY

Board of Trustees
December 6, 2007

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct Faculty
1-2 Students

Indicate the number in each category:

_____ # of Classified Staff
_____ # of Administrative
_____ # of Faculty
_____ # of Adjunct Faculty
_____ # of Students

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science/Information Systems or a closely related field, or an Associate's degree in Computer Science/Information Systems or a closely related field with 2 years of directly related work experience.

Must have the following experience:

- Web application programming using languages such as HTML/CSS, JavaScript, React.js, .Net, C#, XML, Bootstrap, and others.
- Experience with application development tools such as Visual Studio, VS Code, Node.js, NPM and source control systems like Git.
- Experience working with SQL Server and SQL tools like SQL Management Studio, SQL Profiler and desktop tools like Microsoft Access.
- Knowledge of cloud and SaaS technologies, including API, REST, and other data transfer protocols.