

TOMPKINS CORTLAND COMMUNITY COLLEGE

Position Title:

Programmer

Grade:

2

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Organizational Unit:

College Services

Reports to:

Manager of Administrative
Software Systems

Approved by

Board of Trustees:

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.

NATURE AND SCOPE:

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 training to College employees in the use of administrative software applications.
4. Maintains 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.
6. Develops and documents 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.

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NATURE AND SCOPE (continued):

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.

AUTHORITY:

Moderate to considerable autonomy and independent judgment are exercised. Although guidelines and procedures are usually available, cases may require the interpretation, evaluation or creation of guidelines or procedures as they relate to a particular situation.

SUPERVISES: Direct Indirect Operational
 1 - 2 Students

BUDGET: Under 100 K
 100 K - 1mm, Nearest 100 K = \$
 Over 1mm, Nearest 1mm = \$

MINIMUM QUALIFICATIONS:

Bachelor's degree in Computer Science/Information Systems or closely related field, or an Associate's degree in Computer Science/Information Systems or closely related field with 2 years of directly related work experience. Must have the following experience: web programming using server-side scripting, client-side scripting and markup languages such as ASP/ASP.Net, JavaScript and XML; experience utilizing Windows application development tools such as Visual Studio or Microsoft Access; and experience working with relational databases such as SQL Server.