

PROGRAMMER ANALYST

Company: AtPac



Description

Under minimal supervision, formulates and defines system scope and objectives. Analyzes business procedures and problems to develop specifications and convert them to application code.

ESSENTIAL FUNCTIONS

- Acquires thorough understanding of business areas supported to determine specific output requirements.
- Studies existing data systems to evaluate effectiveness and develops new, or modifies current systems to improve processes by using new technologies.
- Codes, tests, debugs, documents, provides training, installs, and maintains programs.
- Conducts studies pertaining to development of new systems to meet current and projected needs.
- Plans and prepares documentation of the development and functioning of operational systems.
- Prepares technical reports and instructional manuals.
- Assists in preparing proposals and recommendations for management and/or users.
- Reviews and defines work plans and is expected to meet budget and schedule commitments.
- Applies current technology or researches and acquires new technical knowledge to complete moderate to complex projects and may advise others on current issues, and designs.
- Participates in department and interdepartmental project teams and may work cross-functionally to improve processes within the organization.
- Acts as a liaison with users and management.
- May coordinate project status reporting.
- May conduct or coordinate quality assurance testing.
- May provide on-call support during off-hours.
- Must maintain satisfactory attendance, to include timeliness.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.
- If accountable for the work of others, responsible for ensuring their understanding and compliance.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- Bachelor's degree from four-year college or university in computer science, business administration, MIS, mathematics, or engineering, plus 1 to 3 years of experience; or equivalent combination of education and/or experience.

SKILLS

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Computer skill requirements include: intermediate MS Word, Excel, Access and PowerPoint.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to perform work that is varied and may be somewhat difficult in character, usually involving limited responsibility, requiring frequent evaluation, originality or ingenuity.
- Ability to demonstrate a high level of programming proficiency.
- Ability to demonstrate strong initiative, self-motivation, and commitment to the job.
- Ability to resolve conflict.
- Ability to acquire knowledge in other business areas, demonstrate strong team building skills, adapt to unexpected changes and be a strong role model.
- Knows and applies the fundamental concepts, practices and procedures of this particular field of specialization.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Additional Information

This Programmer Analyst position's responsibilities will include the development of system interfacing, system configuration, report development, system testing, and cutover activities including ongoing support. Prior experience, qualifications and/or skills desired include experience in application development with MS/SQL, Oracle, Windows scripting, Perl, J2EE, Java, JSP, Visual Basic, CyberScreen, CyberQuery, Visual C++, Visual C#, or the ability to quickly learn and embrace the desired technologies.

Equal Employment Opportunity