

**Position Description**

**DATABASE/WEB APPLICATIONS PROGRAMMER**

**Position Status: Professional/Technical**

**FLSA Status: Exempt**

**Department: Technology Support Services**

**Reports to: Director, Technology Support Services**

**Effective Date: 04/30/2020**

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**Position Definition**

* Provide leadership, vision and support to Technology Support Services department and the College on the development and acquisition of complex databases and applications.
* Develop database/web applications and other computer applications; support campus application development.

**Distinguishing Characteristics**

* Primarily non-managerial position that nevertheless provides leadership to other software-development-related staff and for campus technology initiatives.
* High degree of responsibility for security and reliability of data and processes.

**Essential Functions and Duties** (The following is a general representation of the key duties and responsibilities of this position. Other duties may be assigned.)

* Develop, code, test, debug and implement complex interactive and/or dynamic web based and client/server database applications using established standards.
* Support, maintain and enhance existing web based and desktop client/server database applications.
* Maintain a high level of data integrity by managing database systems, access security and by performing data recovery as needed.
* Perform data analysis, conduct capacity planning and make recommendations.
* Develop and maintain logical data models.
* Provide Database Administration work including maintaining databases and ensuring their high performance, ensuring effective database backup system is in place, maintaining Integration Services, SQL Server Agent Jobs, and SQL Server Reporting Services, and providing support to Institutional Analysis and other Report Server users.
* Provide consultation with and make presentations to clients and management.
* Serve as a team or project leader for complex projects by developing project plans, setting and maintaining schedules, coordinating design specifications and ensuring standards are met.
* Lead, work with and serve on committees and councils as appropriate.
* Work as a team player, appropriately exhibiting a positive attitude.
* Direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials; direct the maintenance of working and official files related to application and database development.
* Keep current with laws, regulations and technology that may affect application and database development and support.
* Perform other duties as assigned (of a similar nature or level).

**Position Specifications/Qualifications** (To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required at entry. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

##### Education and Experience

* Bachelor’s degree in related field and/or experience in software engineering, developing complex web based database applications or equivalent education and experience.
* Proficiency with SQL/SQL Server Tools (Relational Modeling, DTS, Analysis Services), XML Web Services, (X)HTML, COM+, .NET Framework class library, Microsoft Excel and Microsoft Access.
* Proficiency with either VB.NET or C# and Microsoft Windows operating systems.

##### Licenses

* N/A

##### Physical Requirements and Working Conditions

* Ability to work in a semi-open office setting with frequent in-person interaction and numerous interruptions, use standard office equipment, including a computer and attend meetings on campus and at other sites.
* Ability to read printed materials and a computer screen.
* Ability to communicate in person or through appropriate means.
* Ability to work evenings and weekends as required.

##### Knowledge of: (at entry)

* Theories, principles and operational practices of database design, and application development.
* Database server administration, including SQL Server Reporting Services and Integration Services development.
* Current practices in web-based development, HTML, and JavaScript.
* Security practices and principles for maintaining security of information.
* Policy development and implementation.
* Techniques for effective presentations and communication in a multicultural environment.

##### Skill in: (at entry)

* Applying theories, principles and operational practices of database design, and application development.
* Web-based development and security practices.
* Fostering a climate of equity and belonging through multicultural awareness and competence
* Establishing and maintaining effective working relationships at all organizational levels
* Time management, multitasking, and coordinating work activities with multiple partners
* Effective supervision, training, and evaluation of assigned staff in support of unit goals
* Interpreting applicable laws, regulations, and policies with appropriate legal guidelines
* Preparing clear and concise written materials for dissemination to diverse audiences
* Effectively communicating (orally and listening) at all levels inside and/or outside of the College
* Handling sensitive situations using sound independent judgment within legal guidelines