PACIFIC PRESS PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Programmer/Analyst

REPORTS TO: Director of Information Technology

SUMMARY: Performs full support for all Information Technology (IT) software support functions, including problem analysis, design, programming, testing, implementation and training on both purchased applications and in-house development. Maintains proficiency in programming language skills and is aware of trends and developments in the computer hardware and software industry.

ESSENTIAL FUNCTIONS OF THE JOB:

I. Works under the general oversight of the Senior Programmer/Analyst for projects and daily tasks; and general administrative supervision of Director of IT to determine project feasibility, define priorities, and establish project scope and schedules.

II. Provides recommendations concerning software development standards, languages, techniques and utilities.

III. Thoroughly analyzes needs and procedures of user departments by understanding workflow processes in consultation with the Application Support Analyst. Translates user needs into written form and verifies understanding with the requesting user(s)..

IV. Prepares time and cost estimates for programming jobs.

V. Prepares code from documentation of user needs, using current programming languages or standard utilities as defined by the IT Department.

VI. Prepares test data and thoroughly debugs programs to ensure achievement of intended goals.

VII. Maintains a strong intradepartmental working relationship with the technical staff in all aspects of project planning and implementation, routine maintenance and application troubleshooting through frequent and regular consultation with the Senior Programmer/Analyst, network administrators and the Director of IT.

VIII. Performs complex programming tasks. Modifies program logic and documentation to conform to changes in procedures, user requirements, or error correction.

IX. Assists Application Support Analyst in training users in applications of new and revised programs.

X. Continues to develop and enhance required skills to ensure familiarization with assigned areas of responsibility.

XI. Maintains strict confidentiality of all data pertaining to sensitive information including, but not limited to, personnel records, wage records, healthcare information.

XII. Works flexible shifts or extended hours as required.

XIII. Supports PPPA policies regarding PC hardware and software as defined by PPPA Management.

XIV.   Complies with Employee Handbook guidelines.

XV.   This job description is not intended to be all-inclusive, and the Programmer/Analyst may be directed to perform other business-related duties as assigned by the Director of IT.

EXPERIENCE: Knowledge and experience in the following areas: data processing fundamentals and procedures, fundamental understanding of accounting principles and practices, current programming languages and utilities, structured analysis and design, systems development, general understanding of PC, network and internet configurations, skill in testing and effective written and oral communication to provide clear, concise documentation; ability to courteously assist users and effectively represent the IT department; ability to work within the department to resolve problems; ability to work well under pressure; ability to maintain confidentiality of sensitive data.

EDUCATION: Possess a combination of relevant experience and training which would provide knowledge and skills to successfully perform duties of this position or a Bachelors degree in Business Administration, Computer Science or related field.

PHYSICAL REQUIREMENTS: Work is performed in an office environment. Occasional lifting of up to 50 pounds.