

**PACIFIC PRESS® PUBLISHING ASSOCIATION**  
**JOB DESCRIPTION**

**POSITION TITLE:** Lead Programmer/Analyst

**REPORTS TO:** Director of Information Technology

**PAY RANGE:** \$2045 TO \$3064 bi-weekly

**SUMMARY:** Supervises Programmers/Analysts in supporting 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 industry-standard programming language skills including web development tools and is aware of trends and developments in the computer hardware and software industry.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- I. Supervises Programmers/Analysts in supporting all Information Technology IT software support functions, including problem analysis, design, programming, testing, implementation, and training on both purchased applications and in-house development including web-based and cloud-based applications.
- II. Collaborates with the Director of IT to determine projects feasibility, define priorities, and establish project scope and schedules.
- III. 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 Director of IT and the network administrators.
- IV. Fosters strong cross-training among the programmer analyst team by thorough documentation and rotation of duties.
- V. Provides recommendations to the Director of IT concerning software development standards, languages, techniques, and utilities.
- VI. Thoroughly analyzes the needs and procedures of user departments by understanding workflow processes. Translates user needs into written form and verifies understanding with the requesting user(s).
- VII. Prepares time and cost estimates for programming jobs.
- VIII. Prepares code from documentation of user needs, using current industry-standard programming languages or standard utilities as defined by the IT Department.
- IX. Prepares test data and thoroughly debugs programs to ensure the achievement of intended goals.
- X. Performs complex programming tasks. Modifies program logic and documentation to conform to changes in procedures, user requirements, or error correction.
- XI. Assists in training users in applications of new and revised programs.
- XII. Acts as liaison between in-house users and the vendor's technical support for purchased applications.
- XIII. Submits recommendations to the Director of (IT) for efficient and effective strategies for continued development and enhancement of required skills for Programmers/Analysts to ensure qualification in assigned areas of responsibility.
- XIV. Maintains strict confidentiality of all data pertaining to sensitive information including, but not limited to, personnel records, wage records, and healthcare information.
- XV. Supports PPPA policies regarding PC hardware and software as defined by PPPA Management.
- XVI. Works a set schedule except where extended nighttime and/or weekend hours may be required for system configurations and/or emergency problem resolutions.
- XVII. Complies with Pacific Press employee handbook guidelines.
- XVIII. This job description is not intended to be all-inclusive and the Lead Programmer/Analyst may be directed to perform other business-related duties as assigned by the Director of IT

**EXPERIENCE:** Minimum of three years experience, knowledge or aptitude to quickly learn in the following areas: data processing fundamentals and procedures, strong understanding of accounting principles and practices, working knowledge of Microsoft operating systems, Microsoft SQL, Crystal Reports, web development and utilities including WordPress, PHP, MySQL, Apache, general understanding of PC, network and internet configurations, skill in testing and effective written and oral communication to provide clear, concise documentation; ability to work well under pressure.

**EDUCATION:** Bachelor's degree in Computer Science or related field, or an equivalent combination of experience and training which would provide knowledge and skills to successfully perform duties of this position.

**PHYSICAL  
REQUIREMENTS:**

Work is performed in an office environment. Occasionally lifting up to 50 pounds.