State College of Florida, Manatee-Sarasota  
Job Description

Job Title:  
Programmer/Report Writer

Reports to:  
Director, IT Administrative Services

FLSA Status:  
Exempt

Level:  
212

Position Class:

Job Summary:
This position provides support for all Banner report needs, and the State reports in particular. Consults with users to gather information about program needs, objectives, functions, features and input and output requirements. Implements and customizes software packages specific to SCT Banner.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Work with end users to define Banner reporting requirements, create or re-design reports based on the reporting requirements. Provide ad hoc reporting upon request.

2. Consults with users to gather information about program needs, objectives, functions, features and input and output requirements.

3. Analyzes, defines, and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls and outputs.

4. Writes and maintains technical specifications. Develops and maintains plans outlining steps and time tables for developing programs.

5. Researches and evaluates software and hardware to assist in programming or to use as program platforms.

6. Creates test transactions and runs tests to find errors and confirm programs meet specifications.
7. Consults with users to prototype, refine, test, and debug programs to meet needs.

8. Provides technical assistance by responding to inquiries from others regarding errors, problems, or questions about programs. Trains end users or technical support staff to use programs.

9. Installs and tests programs and monitors performance after implementation.

10. Performs other duties as assigned.

**Job Qualifications:**
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/Experience:**
  Associate’s Degree or equivalent from two-year college or technical school and one to three years related experience and/or training; or equivalent combination of education and experience.

  **Required Computer Experience:** Experience with Oracle App Server, as well as technical knowledge and experience with web portal applications, J2EE and Java based tools, XML, HTML, Oracle Database, and LDAP; and 3 years experience with SQL, PL/SQL, Data modeling and shell scripting.

- **Supervisory Experience:**
  None required for position.

- **Language Ability:**
  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.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills**
  Experience with Oracle App Server, as well as technical knowledge and experience with web portal applications, J2EE and Java based tools, XML, HTML, Oracle Database, and LDAP; and 3 years experience with SQL, PL/SQL, Data modeling and shell scripting.
• **Certificates and Licenses**
  Oracle and Java Certified professionals are preferred.

**Responsibility for People and Property:**
This position has no responsibility for people or property.

**Responsibility for Communication:**

- **Internal Contacts**
  This position has routine contact with all levels of College faculty, staff and students.

- **External Contacts**
  This position has occasional contact with software and hardware vendors.

**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.

**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 regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<tbody>
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<td>Preparing Manager</td>
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