

CLASSIFICATION SPECIFICATION

Applications Development Specialist (Applications)

FT/PT Class Code: 5090, 5590 Pay Grade: B/C 16 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for performing a full range of data analysis, testing, and application administration. The incumbent will serve as a member of the Applications team and will assist in implementing, managing, and administering complex Higher Education Enterprise Systems.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrator in the Division of Information and Instructional Technology. Duties include: advanced levels of systems analysis and design, providing alternate design approaches with cost/benefit analysis for each, preparing computer programs and specifications, preparing test data, testing computer programs for accuracy and efficiency, debugging programs, writing required documentation, and troubleshooting difficulties with applications, software and hardware, and system procedures. An incumbent in this class may also serve as a team leader on a project basis periodically. Principal contacts are with users at various College locations in order to analyze, define, and translate their information systems into computer language, and when testing and debugging programs.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Confers with clients regarding the nature of the information processing or computation needs a computer program needs to address and develops, documents, and revises system design procedures, test procedures, and quality standards.
2. Develops procedures and test data to assure accuracy and completeness in meeting design specifications and coordinates the development of test environments. Provides alternate design approaches with cost/benefit analysis for each.
3. Designs computer program logic flow, writes new program specifications and modifies existing computer programs, develops test data, tests and debugs computer programs. Assists clients with development of queries.
4. Remains current with the latest versions of applications development software, techniques and practices. Researches and develops new ideas in applications development. Serves on committees such as the Collegewide application development group.
5. Creates, modifies, monitors, and troubleshoots database objects and structures as assigned. Installs, configures, and upgrades database management systems as assigned. Administers database servers as assigned.
6. Provides user orientation and training for new and modified computer systems and programs as assigned.
7. Periodically serves as team leader/project manager in developing, implementing, and documenting a computer system as assigned.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Assists Senior Applications Development Specialists in system analysis and design as assigned.
9. Monitors system operation and performance and provides system support as required both during and outside of normal business hours.
10. Evaluates, analyzes and recommends use of a commercial off-the-shelf product versus a customer build solution. Researches new programming approaches and evaluates new software tools and techniques.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the concepts, methods, and techniques of system design and program specification preparation.
- ◇ Knowledge of Ellucian Banner and Banner related products, specifically relating to the student module.
- ◇ Knowledge of Oracle and Relational Database Management Systems.
- ◇ Knowledge of programming languages and database systems.
- ◇ Knowledge of database management system concepts.
- ◇ Knowledge of information systems, equipment, procedures, and policies of the College.
- ◇ Knowledge of project management, database management concepts and systems development life cycle methodology.
- ◇ Knowledge of the concepts, methods, and techniques of data planning, data modeling, and design.
- ◇ Knowledge of the tools and techniques for testing software and for debugging and testing programs.
- ◇ Knowledge of the integration of application systems in a shared data environment, including software as a services and platform as a service.
- ◇ Skill in SQL, PL/SQL, database development techniques, entity-relationship, data normalization, data modeling, and relational calculus.
- ◇ Ability to design a logical flow of programming steps.
- ◇ Ability to communicate effectively, orally and in writing, with a variety of users.
- ◇ Ability to develop test data, test, and debug computer programs.
- ◇ Ability to write user, operational, and program documentation.
- ◇ Ability to establish and maintain effective working relationships with users, subordinates, and co-workers.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.