

CLASSIFICATION SPECIFICATION

Senior Applications Development Specialist

FT/PT Class Code: 5091, 5591 Pay Grade: B/C 18 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for developing and maintaining customized computer software applications at the advanced level for College-wide administrative software systems. Duties include: designing, building, testing, implementing and maintaining applications to meet specific user requirements using programming languages, development tools, etc. An incumbent serves as the “expert” in any position specific areas.

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 serves as a team leader for assigned projects. 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. Serves as the primary functional analyst for the Banner student module processes and workflows.
2. Performs advanced levels of systems planning, analysis and design for College-wide systems.
3. Acquires, reviews, sets up, documents, and implements product upgrades, enhancements and defect resolutions to the administrative software system, Evisions and OMS.
4. Provides support for all student processes (catalog, schedule, registration, graduations, transcripts, CAPP, Admissions, etc.). Also provides support with the suite of Web products that supplement the in-house software offerings.
3. Performs advanced database operations in-house (database tuning, table space sizing and location, database monitoring, etc.). Diagnoses and debugs the software and plans for projected software requirements and computer capacity.
4. Serves a project team leader in assigned area(s) by designing specifications, reviewing work for accuracy and efficiency, and coordinating the testing and production of new and modified system capabilities.
5. Coordinates and ensures database management system interface with other information technology for sharing of data (ex. Academy One, National Student Clearinghouse, etc.).

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Coordinates and directs all Ellucian Banner functional and management user groups to achieve maximum integration of Banner with our business processes.
7. Develops database standards, administration processes, documentation, security, and authorization procedures.
8. Provides technical support and assistance to all Banner and other ancillary users.
9. Utilizes Banner Support Center to answer functional questions regarding system issues, process improvement and system efficiencies. Monitors Banner student list-serve and Commons forum from an end user perspective to recommend work process improvements or identify issues that might affect workflow, institutional requirements, institutional policies, and student communications.
10. Remains current on new developments and techniques in database management and data storage.
11. Performs internal auditing to ensure compliance with College and federal procedures and policies.
12. Supports cross-functional area conflict assessment and resolution.
13. Supervises Applications Development Specialists if assigned to the position.
14. Monitors system operation and performance and provides system support as required both during and outside of normal business hours.
15. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the mission, goals and business practices of the College.
- ◇ Knowledge of the concepts, methods and techniques of system analysis.
- ◇ Knowledge of the methods, concepts, and techniques of supervision and project management.
- ◇ Knowledge of the principles and practices of designing, developing, implementing, maintaining and controlling database management systems.
- ◇ Knowledge of database management systems software and hardware configuration tools.
- ◇ Knowledge of the concepts, methods and techniques of data planning, data modeling, and design.
- ◇ Knowledge of the concepts, methods and techniques of information system development life cycle methodologies including the integration of application systems in a shared data environment.
- ◇ Knowledge of project leadership principles and practices.
- ◇ Knowledge of systems tasks using database management.
- ◇ Knowledge of applications architecture, development and testing.
- ◇ Skill in database management, database development and design, entity-relationship, data normalization, data modeling, and relational calculus, and internal security mechanisms.
- ◇ Skill in programming and database query languages, such as SQL and PL/SQL.
- ◇ Skill in using diagnostic and performance tools and other software products to maintain established standards for database management systems.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Ability to learn high level interfaces between databases and software packages.
- ◇ Ability to do impact analysis of software and database changes, balancing design between the desired capability and technology constraints.
- ◇ Ability to predict growth based on application and data usage patterns and implement the necessary database changes to accommodate the growth.
- ◇ Ability to evaluate and analyze user requests and develop effective plans for database development and maintenance.
- ◇ Ability to manage multiple projects simultaneously.
- ◇ Ability to think creatively and develop creative solutions to management information system problems.
- ◇ Ability to establish and maintain effective working relationships.
- ◇ Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.