GLENDALE COMMUNITY COLLEGE DISTRICT   **CLASS DESCRIPTION**

SENIOR PROGRAMMER ANALYST

DEFINITION

Under direction, supervises and participates in the procedural analysis, systems design, coding, and program testing of the Data Processing Center.

SUPERVISION RECEIVED AND EXERCISED

General direction is received from the Director of Data Processing.

General supervision is exercised over data processing programming and operations personnel and clerical support staff.

EXAMPLES OF DUTIES

Plans, schedules, monitors, assigns and evaluates the work of a unit engaged in systems analysis and design, and computer programming.

Coordinates the work of the programming unit with the needs of users and college administration.

Assists in the selection and evaluation of personnel assigned to the unit; provides training for the programming staff to assure acceptable standards of design and programming.

Assists in maintaining the communications network for user access to college systems.

Assists in the evaluation of data processing hardware and software, and makes recommendations relating to its acquisitions; assists with the planning and coordination of the installation of hardware and software.

Provides technical and analytical support to users organizations by working directly with them to determine and identify needs and requirements.

Supervises the maintenance of stock, supplies, inventories, and peripheral computer equipment.

Performs related duties, as assigned.

EMPLOYMENT STANDARDS

Minimum Requirements:

Three years of responsible experience in computer programming and systems design.

Desirable Qualifications:

College courses in data processing, accounting, business or public administration and management and supervision.

Supervisory experience and experience with a variety of hardware and software.

Knowledge and Abilities:

Ability to operate a DEC/VAX Computer.

Ability to program in COBOL, and a user friendly language.

Ability to supervise and expedite the work of others.

Ability to relate effectively to subordinates and users.

Ability to analyze EDP applications logically and effectively; skill in conceptualizing practical designs.

Ability to accept responsibility and to work independently.

Effective oral and written communication skills.

Knowledge of the characteristics of various kinds of data processing equipment.

Knowledge of VAX/VMS operating system.

Knowledge of systems analysis and project management.

Knowledge of DEC/VAX hardware and related peripheral equipment.