

JOB DESCRIPTION

Dept: IT Business Services, IET

Working Title: Junior Programmer Analyst (708)

Date: October 2014

Job Class: 14

PRIMARY FUNCTION:

To perform the design, planning, analysis, implementation, enhancement, maintenance, administration and support of KPU's IT systems and to provide programming and technical support for the software development of KPU's IT systems including analysis, user interface and code design, implementation, performance and security.

JOB DUTIES AND TASKS:

- 1. Perform programming in the development, maintenance and enhancement of KPU's IT systems.**
 - a. Develop, test, and implement new applications and enhancement to existing applications.
 - b. Prepare and maintain appropriate system and user documentation.
 - c. Install and upgrade IT software.
 - d. Provide ongoing IT support, including problem resolution and emergency maintenance.
 - e. To perform the design, planning, analysis, implementation, enhancement, maintenance, administration and support of KPU's IT systems.

- 2. Take an active role in IT development projects that include all stages of the Software Development Life Cycle (SDLC) of new applications or enhancements to existing systems.**
 - a. Interview business application users and develop written requirements technical documentation.
 - b. Consult with clients to understand business needs and applies knowledge and expertise to maximize business results.
 - c. Develop and define software requirements specification documentation including collecting and analysing user/business requirements.
 - d. Perform business/system analysis including data modelling and system design including process, data and user interface designs.
 - e. Perform planning, implementation, testing, documentation, deployment, and maintenance in all phases of SDLC.
 - f. Perform software releases, system upgrades, code analysis, and troubleshooting.
 - g. Interface design and quality code development to support cross-platform interoperability and functionality.
 - h. Train and assist users during the test and implementation phases of application development.

- 3. Perform other related duties as required.**
 - a. Perform planning software maintenance releases.
 - b. Evaluate hardware and software tools.
 - c. Guide the work of new/junior staff
 - d. Communicate with contractors and software vendors.
 - e. Train User Support staff members in application troubleshooting techniques.
 - f. Conduct training/information sessions on application systems and software technologies
 - g. Collaborate in development projects or troubleshooting sessions.
 - h. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to Director/Manager IT Business Services, Information & Educational Technology.

SUPERVISION/DIRECTION EXERCISED:

Guide the work of new staff, co-op students and programmer. Provide training to users including faculty and employees.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Develop, enhance and maintain information and education systems critical to the operation of KPU. Handle confidential information in a responsible manner consistent with the Freedom of Information and Privacy Act.

FINANCIAL RESOURCES:

1. Participate in the preparation of cost estimates of software/hardware and resources in application development projects.
2. Provide input towards the purchase of software, related documentation and training materials.
3. Sign for and verify receipt of purchase

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Completion of a college or university degree in computing studies.
- Minimum 3 years' experience in Information Technology environment, which includes one-year of direct experience working in enterprise architecture conception and two-year of programming experience in work environment preferably supporting the Ellucian BANNER Post-Secondary Enterprise architecture. An equivalent combination of education, training and experience will be considered.
- Experience working with Active Directory, Open LDAP, Single Sign On solutions, and Self-Service Password Reset (SSPR) experience would be preferred.
- Knowledge of LMS (Learning Management Systems) such as Moodle and Banner ERP system.

QUALIFICATIONS

- Progressive technical knowledge and knowledge of best practices in information technology service delivery such as Agile Software Development Life Cycle and ITIL.
- A minimum one year of working experience with sign-on methods such as CAS, SAML and Shibboleth.
- Direct experience working with a broad base of products, technologies, platforms, patterns, frameworks, and methodologies. This would include:
- Programming languages may include: SQL, PL/SQL, T-SQL, C/C++, Java, Perl, PHP, Shell scripting, and PowerShell.
- Web languages may include: HTML, HTML5, CSS, JavaScript (jQuery), C#, Visual Studio, groovy and grails, NET stack, etc.
- Databases may include: Oracle, MS SQL, MySQL, Postgre, etc.
- Operating platforms may include: Windows, Linux, and UNIX.
- Proven experience working with PowerShell as a scripting tool to automate administrative tasks.
- Ability to gather, understand business requirements and translate into high-level requirement documents for the system integration.
- Ability to recognize problems or situations that are new or without clear precedent.
- Ability to find solutions using a systematic, multi-step approach for developing improvements and innovations to enhance performance.
- Ability to work proactively with minimal supervision, under own initiative.
- Good verbal and written communication skills, and well-developed leadership skills.

