

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR SYSTEMS ANALYST

SUMMARY DESCRIPTION

Under general direction of the Systems and Programming Supervisor, performs a variety of activities in the research, design, development, implementation and maintenance of computer systems and applications; assist in the development of standards and procedures to obtain optimum, reliable performance of installed systems; lead systems and software application installations and implementations including existing application module updates and/or new application module installations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Evaluate the performance and utilization of computer systems and make appropriate recommendations to management concerning effectiveness, efficiency and quality assurance. **E**
2. Serve as primary liaison between specified user departments and Computer Systems and Services. **E**
3. Perform project management activities such as estimating, scheduling, tracking and adjusting resource utilization to assure timely, accurate installations of computer systems and applications. **E**
4. Perform research and analysis supporting systems and applications projects; assist the Database Administrator in the performance of software system administration and database administration duties related to applications as assigned. **E**
5. Provide technical support to programmers, analysts, operators and end users; perform a lead role in implementing new applications of substantial scope and impact. **E**
6. Write complex computer programs. **E**
7. Coordinate systems to integrate standards and maintain quality. **E**
8. Evaluate, design and certify the quality of required internal and external reports. **E**
9. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Advanced computer science applications and project leadership methodologies.

Structured systems analysis methodology techniques to build systems.

Design and delivery of computer systems and services in a higher educational environment.

Higher education administrative applications such as Student Systems, Financial Aid and Human Resources.

Personal computer including DOS, Windows and Windows applications.

Advanced operational characteristics of local area networks.

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Senior Systems Analyst - *Continued*

Ability to:

Participate in the investigation and analysis of complex problems using interpersonal skills and technical knowledge to draft and propose effective solutions.
Participate effectively in the investigation, planning, design and installation of systems and applications projects.
Evaluate complex business problems and effectively communicate alternative solutions at the technical, user and administrative levels.
Estimate, schedule, track and adjust projects to effect timely completion of projects is essential.
Work effectively with management and skilled technical personnel in a professional manner.
Apply advanced programming skills to the solution of complex technical problems.
Analyze complex systems and network problems and provide solutions that maximize performance, effectiveness and efficiency.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in Mathematics/Computer Science or related field and three years experience at progressively responsible programmer/programmer analyst levels.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; subject to excessive noise from equipment operations; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.