



## IT Specialist 5- Programmer

C00154

### WHY WORK AT SPSCC?

South Puget Sound Community College employs full-time administrative/exempt professionals, professors, classified staff, part-time hourly staff and student employees who are invaluable in helping us meet our daily mission.

The college embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

### MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we

### Position type:

Full-time Classified, 40 hours per week, overtime exempt permanent position.

### Salary:

\$61,920-\$81,264 per year, (Range 66 of the State of Washington Salary Schedule)

### Opens:

May 13 2016

### Closes:

June 17, 2016

### Location:

[SPSCC Mottman Campus, WA](#)

South Puget Sound Community College seeks a highly motivated and qualified individual for the position of IT Specialist 5- Programmer.

The IT Specialist 5- Programmer reports to the IT Applications and Systems Director and supports the College mission by collaborating throughout the college community to design, deploy, maintain and enhance the campus technology infrastructure in support of student success and the improvement of college business services.

This position works directly with users, either independently or in a lead role, to perform analysis, application design, development, maintenance, programming, project management, quality assurance, trouble shooting, problem resolution and/or consulting tasks for a wide range of highly complex computing systems, applications, data access/retrieval and multi-functional databases. The position directly supports interfaces between the State Board administrative systems and other vendor-supplied applications and several custom applications.

At the expert level, and/or as a team or project leader, applies advanced technical knowledge and considerable discretion to evaluate and resolve highly complex tasks such as planning and directing large-scale projects; directing or facilitating the installation and/or maintenance of complex systems, hardware, software, application interfaces; quality assurance and testing; planning, administering and coordinating organization-wide training; acting as a liaison on the development of applications; representing institution-wide computing standards, policies and philosophy at meetings; developing and maintaining security policies and standards.

### KEY RESPONSIBILITIES:

Serve as a consultant and technical support expert for all major applications of the college, both purchased software solutions and in house developed solutions. Participation in all phases of the software development life cycle as an expert web/database software application developer. (50%)

- Meet regularly and as required with assigned administrative users at the supervisor and director level to determine user requirements. This includes analyzing needs/problems and giving advice to users as to the technical feasibility of solutions.

serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

**SPSCC OFFERS**

A generous benefit package including medical, dental, vision, life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority

**COMPENSATION**

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

**VACATION AND SICK LEAVE**

Annual leave includes vacation, 11 paid holidays, and 12 days of sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement

**EQUAL OPPORTUNITY EMPLOYER**

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens

- Collaborate with other system analysts, application developers, users, and managers in the planning and prioritization of projects and support cases. Provide accurate estimates of planned work and collaborate with the team on meeting deadlines.
- Consult with system administrators in troubleshooting hardware and software problems.
- Design, code, test, implement, and maintain web/database software applications and modify existing ones.
- Participate in staff meetings, technical work sessions, user/technical groups and presentations.
- Communicate with the IT Management on a regular basis to review and plan projects and support cases, provide technical consultation and summarize completed work.
- Monitor and respond to problems with computer systems in production.

Responsible for establishing technical standards, evaluating and recommending technical direction and environments used for software development and training staff in the development and maintenance of software applications. (25%)

- Shared responsibility with other developers and the database administrator in the support and maintenance of all production and test environments including database instances.
- Develop technical specifications for the development of software applications and the modifications of existing ones. This includes the development of specifications for databases, forms, reports, interfaces and batch processes.
- Prepare technical documentation for computer programs, systems, operations, and users. Present designs, code and technical documentation in walkthrough sessions for various audiences.

Serve as an expert in the following areas: (20%)

- SQL and enterprise database applications (e.g. MS SQL Server, Postgres, MySql, etc.)
- Operating systems (e.g. Windows and Linux) and scripting languages – must work well in a heterogeneous environment
- Applications design and development methodologies and best practices
- Business Analysis
- Web application development languages (e.g. PHP, HTML, XCSS, XML or others, including development environments)
- Data analysis and reporting
- Technical documentation
- Quality assurance and testing
- Project management
- Version control and bug tracking

Other duties as assigned (5%)

and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

#### **CONDITIONS OF EMPLOYMENT**

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

#### **Physical Work Environment:**

This position will work primarily in an office environment and requires manual dexterity, mobility and a moderate amount of physical effort. The ability to work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks is essential. This position may require moving boxes or equipment weighing up to 30 pounds.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in computer science, computer information systems, business administration, mathematics, science or equivalent education/experience.
- Four (4) years of professional work experience as a systems analyst/programmer OR web applications software developer OR database developer.
- Demonstrated commitment to high level customer service.
- Excellent written and verbal communication skills, including good listening skills.
- Ability to communicate and present oneself in a professional manner.
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions.
- Ability to build and maintain relationships with faculty, staff, and students in a professional, courteous manner; maintain good working relationships with other college departments and personnel.
- Ability to work well with others and function as a team member.
- Strong organizational skills, ability to work independently and prioritize multiple tasks, work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks.
- Strong aptitude for attention to detail and accuracy of information.
- Ability to work effectively with a diverse population of students, faculty, administrators and support staff in accomplishing tasks.

#### **SUPPLEMENTAL QUESTIONS**

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. *Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.*

1. What is your vision of "customer service" in a position such as this in an institution of higher education?
2. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
3. Briefly describe an experience you have had in creating or supporting a diverse and inclusive work environment.

#### **HOW TO APPLY**

Interested candidates may apply by submitting the following items:

1. [Completed SPSCC Employment Application](#)
2. Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement
3. Resume of all educational and professional experience that demonstrates how you meet the desirable qualifications
4. Completed Supplemental Questions

**Send application materials via one of the delivery methods below- email is preferred:**

E-mail: [jobline@spscc.edu](mailto:jobline@spscc.edu) Fax: (360) 596-5706  
Mail: Human Resource Office



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Applications received by the closing date may be used to  
fill similar vacancies which may occur over the next year