



Monmouth

COLLEGE

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	SYSTEMS PROGRAMMER
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME (12 MONTHS) - EXEMPT
DEPARTMENT:	INFORMATION SERVICES
POSITION SUPERVISOR:	CHIEF INFORMATION OFFICER
DEPARTMENT HEAD:	CHIEF INFORMATION OFFICER

SUMMARY: The Systems Programmer is responsible for designing, creating and maintaining in-house applications and providing system-level support of infrastructure. This position serves as a technical expert and participates in or oversees a variety of analytical and technical assignments that provide for problem diagnosis and solutions documentation, implementation, administration, support, and maintenance of a variety of hardware, software, and network products in an information technology infrastructure environment.

ESSENTIAL DUTIES & RESPONSIBILITIES: May include, but are not necessarily limited to the following:

- Communicate with internal stakeholders to determine client needs, applicable solutions, and reasonable implementation plans
- Create and maintain web-based and native Windows-based applications using Visual Studio
- Create and manage Monmouth College user accounts and associated services, integrations, and licensing (e.g. Microsoft 365, Adobe Creative Cloud, and other single-sign-on platforms)
- Support data backup services
- Support the Chief Information Officer in maintaining servers and administrative systems
- Assist in disaster recovery planning
- Provide complete and accurate documentation for internal use and for end users
- Train end users and troubleshoot as needed
- Perform other duties as assigned

QUALIFICATIONS

Knowledge and Skills

(IS Systems Programmer 11/5/2021)

- Understanding of web-based application development with Windows servers
- Familiarity with form-based Windows programming concepts
- Working knowledge of Windows enterprise systems, including Active Directory
- Familiarity with C#, JavaScript, HTML, CSS, AJAX, PowerShell and Microsoft Visual Studio development systems; additional libraries and architectures a plus
- Proficiency with SQL
- Knowledge of backup systems
- Well organized and detail-oriented, with the ability to work independently and to handle multiple priorities to meet deadlines
- Strong communication skills, including the ability to convey highly technical concepts to a wide range of internal contacts and to deal effectively with external contractors
- Commitment to data security and the protection of sensitive information with demonstrated knowledge of applicable data use and sharing safeguards

Education and Experience

- Bachelor's Degree in Computer Science (or related technical field) or equivalent industry experience
- 3+ years of experience in custom application development
- Previous experience with enterprise resource planning (ERP) systems, a plus
- Experience using version control systems in a team environment

WORK RELATIONSHIPS: Reports to the Chief Information Officer and works directly with other members of Information Services. Daily contact with students, staff, faculty, and other members of the campus community. Periodic contact with alumni and special guests.

GENERAL EXPECTATIONS OF POSITION: Regular attendance on the job is an essential function of the position. Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Work additional hours as necessary to successfully carry out all position responsibilities and to achieve the position's goals and expectations. Work weekends and evenings as necessary. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Description may be added to, amended, or deleted at any time by the position supervisor(s), Director of Personnel, Vice President or President. In addition, modifications may be made to reasonably accommodate individuals with qualified disabilities.

DISTRIBUTION: Copies of this document will be provided to both the employee and position supervisor(s). An additional copy will be maintained in the employee's personnel file.