



**University of Texas at El Paso
Job Description**

Job Code: 9320
Job Title: Senior Systems Programmer
Department: Enrolment Services Center
Reports To: Director - Technology Implementation
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: November 1, 2009

Summary: Provides highly complex technical skills for systems programming support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Plans, schedules, and assigns projects to programming staff; analyzes and estimates feasibility, cost, time, compatibility with other systems, and computer capabilities. Develops and maintains plans outlining steps and timetables for developing, testing, and implementing applications; analyzes, defines, and documents system requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.

Provides technical expertise and advices in matters relating to programming activities; develops solutions to programming problems; monitors performance of programs prior to and after implementation.

Provides expertise in researching, selecting, and implementing programming solutions to meet current automation needs. Designs and develops computer programs that automate specific business processes.

Designs and develops standards and procedures; evaluates and modifies existing programs to improve performance, effectiveness and reliability; writes and maintains functional and technical specifications.

Responsible for the maintenance, upgrade, security and user administration.

Writes, tests, documents, and debugs programs and reviews, evaluates programming efforts in relation to systems requirements, and oversees others as they perform these tasks. Writes and maintains documentation to describe program development, logic, coding, testing, changes, and corrections; writes documentation or reviews documentation written by others that describes installation and operating procedures.

Advises users and analyzes user requirements concerning programs and the efficient use of information technology systems. Provides technical assistance by responding to inquiries regarding errors, problems, or questions with program.

May train others; assists in user support and training. May supervise the work of others. Assists with special projects, as needed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.



Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's Degree.

Minimum Experience required: Eight years experience and training to the statement of duties and responsibilities; or equivalent combination of education and experience. Occasional traveling required.

Physical Demands: The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from moderate to very loud.