ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
Central Services
Senior Programmer Analyst

Job# 07-028   **Closing Date: 08/18/06**

The Foothill-De Anza Community College District is currently accepting applications for **Senior Programmer Analyst**, **Educational Technology Services-Information Systems**, **Central Services.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Supervisor of Information Systems, serve as a project leader. Coordinate with vendors to develop software to enhance established functions. Coordinate with the District and colleges to implement functional and procedural changes in current systems. Plan, organize and schedule projects and work assignments. Train and provide work direction to programming staff. Write, debug, test and document various complex programs using on-line tools, languages and utilities. Prepare reports and documentation regarding inputs, outputs, database and document control methods. Review and modify existing systems and programs to improve efficiency or to correct logic or procedural problems. Estimate time and resource needs and clarify objectives to be accomplished. Consult with users to determine systems and program requirements and objectives. Identify problems with existing programs and systems. Drive to various sites to discuss projects and determine project feasibility. Use higher programming languages to write and modify programs, systems and databases to meet design specifications. Provide information necessary to produce systems and program documentation and procedures. Troubleshoot problems with hardware, software and networks and assist in resolutions. Oversee and install software changes. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:
1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in computer science or related field.
3. Five years experience as a programmer analyst.

PREFERRED QUALIFICATIONS:
1. Ability to operate computers and peripheral equipment including microcomputers and printers.
2. Ability to train and provide work direction to others.
3. Knowledge of computer programming languages and related utilities, including COBOL, DCL, SQL, HTML/CSS, Java and JavaScript.
4. Knowledge of research and analysis techniques related to computer programming.

5. Knowledge of techniques of testing and debugging computer programs.
6. Knowledge of relational databases such as Oracle and SQL Server.
7. Ability to effectively use interpersonal skills with tact, patience and courtesy.
8. Ability to perform complex programming duties in the development of computer applications and maintenance of programs and systems.
9. Ability to analyze user needs and develop effective systems and programs that automate business processes.
10. Ability to communicate effectively both orally and in writing.
11. Ability to understand and follow oral and written directions.
12. Ability to meet schedules and timelines.
13. Ability to establish and maintain cooperative and effective working relationships with others.

APPLICATION MATERIALS:
1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Senior Programmer Analyst.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT
Salary: $6,888.18 per month plus benefits; level N-70
Position: Full-time, Permanent, 12 months per year
Starting date: As soon as possible upon completion of the search process.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: http://hr.fhda.edu/benefits

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
http://www.fhda.edu