**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Analyst Programmer – Web Applications

**Job Number:** C-068

**NOC:** 2174

**Band:** 11

**Department:** Information Technology

**Supervisor Title:** Manager, Information Systems

**Last Reviewed:** May 16, 2019

**Job Purpose**

Reporting to the Manager of Information Systems, the Analyst Programmer-Web Applications is responsible for designing, building and implementing computer applications that are primarily web based. Will also provide back end programming and administrative support for Trent’s Drupal based Web Sites. The Analyst Programmer-Web Applications will work closely with other members of the IT team and Marketing. They will also interact with various systems users across the University. This position requires a senior level systems development expertise, operating with minimal supervision and wide latitude for independent judgment.

**Key Activities**

1. Design, development, maintenance and evolution of institution web-based applications and associated databases.
2. Development of system requirements and cross-functional project management in the application of those requirements.
3. Preparation and maintenance of design documents, specifications, work plans and records of system configuration.
4. Integration and interfacing of Web based applications with Enterprise systems and databases (currently Colleague), and other third-party computer applications as required.
5. Provide programming and administrative support for Web Sites using the Drupal CMS.
6. Provide support for third party software systems as required.
7. Develop and integrate application security in conjunction with Enterprise identity-management and directories.
8. Coordination of change control of web applications, including automation of change request processes.
9. Develop and deliver training, user documentation, instructions and help text for supported applications.
10. Review and recommend evolution of Web application system architecture.
11. Maintain awareness of industry best practice; liaise with vendors and other third party providers to stay abreast of technology evolution, software revisions, bug fixes and to obtain product information.
12. Receive and manage confidential, personal and proprietary information using sound judgment to remain in compliance with all university polices and privacy legislation applicable to the situation.

**Education**

Honours University Degree (4 year) in Computer Science or equivalent education or experience.

**Experience Required**

* A minimum or 3, but ideally 5 or more years of experience in system development for a medium or large sized institution or corporation.
* Proficiency with web development systems, languages, databases and protocols. (html, xml, php, mysql, css, etc)
* Experience in system development methods and processes.
* Experience developing and supporting cross functional applications in a multi-platform environment.
* Working knowledge of Web servers and application servers, in particular the LAMP stack.
* Experience supporting Drupal Web Sites.

**Communication**

Internal:

* Works with a wide range of system users from various departments across the University.
* Works with managers and department heads to identify requirements, needs and specifications.
* Works with front line staff to identify workflows, implement systems, provide training and resolve problems.
* Liaison with other IT system experts on hardware and software issues as needed.

External:

* Vendors and other third-party providers. Keep current with latest tools and trends relating to web-based environments.

**Motor/ Sensory Skills**

* Fine motor skills, dexterity - Keyboarding, requiring speed and accuracy.
* Sensory skills (eyesight) - Needs to ensure web applications look good and are correct.

**Effort**

Mental:

* Sustained attention - Required to work on multifaceted projects over long periods of time.
* Attention to detail - Systems are viewed by large audience and errors impact the image of the University.
* Multi-tasking - Works in an environment that will have multiple time sensitive tasks and projects.

Physical

* Keyboarding - Long periods of time at a computer

**Working Conditions**

Physical:

* Long periods at computer

Psychological:

* Deadlines - Need to meet deadlines to support annual cycle. Also, others are dependent on tasks being completed, so there is pressure to meet deadlines.