



Job Title:	Programmer/Systems Analyst II
Reports to:	Manager, Retail Systems
Employees Supervised:	No direct reports

Position Summary: In support of the credit union's requirements for quality and timely information and operating efficiency, the Programmer/Systems Analyst II will respond to management needs by analysis of problems or requests, design and implementation of custom applications, data reporting, automating, maintain documentation on all processes developed or modified in-house, and provide execution instructions and second level support for the computer operations team. The Programmer/Systems Analyst II will work on special projects as assigned by the Technology Solutions Group (TSG) management and is responsible for providing department and user training, as deemed appropriate.

Essential Functions:

- Codes, tests, debugs, implements, and documents moderately complex programs.
- Creates end-user web interfaces (HTML, CSS, jQuery).
- Designs systems and programs to meet business needs.
- Conducts and coordinates the analysis, design and implementation of software development to meet user requirements.
- Performs quality assurance activities such as peer reviews.
- Develops test plans to verify functionality of new and or revised applications.
- Understands technical design specifications for application development.
- Participates in various aspects of the product life cycle, including solution design, implementation, and testing.
- Works directly with stakeholders to determine project specifications.
- Documents process flow and change history.
- Works directly with department managers, branch and other department staff and system users to develop business case or processing requirements needed to meet client requests.
- Works directly with vendors, network and hardware system representatives, branch construction vendors and peers from other financial institutions.

Non-Essential Functions:

- Perform remote support and on-call duties, as needed.
- Performs special projects and other responsibilities as assigned.

Knowledge, Qualifications and Skills:

- **Education:** Bachelor degree with emphasis in business administration and/or computer science or equivalent IT application development experience required.
- **Experience:** Three to five years' experience of design and/or development of technical solutions to business case requirements. Experience developing applications using C#/.NET Framework. The ability to develop applications using Java is a plus. Experience designing data driven applications. Desktop application design experience is a plus. Experience with Symitar or other Credit Union software is a plus.
- **Skills and Abilities:** Excellent written and oral communications and cross functional project management skills required. Must be a self-starter who is able to follow projects through to completion with little supervision and meet deadlines in a fast-paced environment. Proficiency in computer programs (e.g.

Microsoft Office). Understands and adapts to new programming technologies. Strong understanding of object oriented design principals. Ability to write and interpret T-SQL manual queries and stored procedures. Basic knowledge of MS SQL administration.

- **Extra Credit Skills:** You will bring your enthusiasm, collaborative work-style, inquisitive attitude, flexibility, creativity, focus on excellence, and overall “great-to-work-with” demeanor. Previous experience with a financial institution with basic knowledge of financial products and services is a plus.
- **Travel Required:** Limited overnight travel may be required. Any travel during assigned shifts requires ability to operate personal vehicle.
- **Hours Required:** Exempt employee with a work schedule of Monday through Friday, generally 8 a.m. to 5 p.m., with some alternate work schedules. Hours may fluctuate moderately to accommodate business development activities. On-call rotation schedule may be required. Ability to work after business hours and on weekends as required.
- **Environmental Conditions:** Work is primarily performed within a cubicle on a second floor of two-story building with elevator. Subject to standard background noise found in an office environment.

Physical Job Requirements: The physical demands described here are representative of those that must be met by the person in this position to successfully perform the essential functions for the position.

- **Sit, Stand, Walk:** While performing the duties of the job, the person in this position is regularly required to sit, stand, walk and move about inside the office to access file cabinets, office equipment, etc. The duties in this position will require regular travel via personal vehicle which may result in long periods of sitting.
- **Use of Hands/Fingers:** To operate a computer, computer keyboard, mouse and other office productivity machinery, such as but not limited to; a calculator, copy machine and computer printer. The person in this position is frequently required to sit and reach with hands and arms.
- **Speech/Hearing:** The person in this position frequently communicates via phone and in person. Must be able to talk to/hear clients and educate them on products and services offered at the credit union.
- **Lifting/Pulling/Carrying:** The person in this position must occasionally lift/move up to 20 lbs. and set up displays/tables at site visits.
- **Bending/Kneeling:** The person in this position occasionally moves to retrieve items for use in presentations and daily work activities.

Approved by:	Date Approved:
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