



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 10/20/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No
--

Title: Lead Programmer Consultant
Status: Full-time, continuing, 35-hour week (May involve evening and/or weekend work as required)
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Network and User Services

PRIMARY PURPOSE:

Design, implement and maintain information technology components, systems and projects. Schedule and assign personnel or act as a project leader. Provides leadership, direction, and training to other staff members as a project leader.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Plan, organize and control the activities of a project team; make assignments to information technology staff, check and evaluate progress and report to the activities of a project team.
- Evaluate and analyze information technology requirements for all College users.
- Conduct independent information technology feasibility studies to formulate proposals to management.
- Develop or direct development of long-range, information technology projects including specifications, formats, documentation, training and technical support.
- Consult with users to determine specifications for programs, which will be required to process their data.
- Possess knowledge of current information technology hardware and software capabilities and limitations to assist users in the efficient use of information technology facilities.
- Teach information technology courses as required.
- Development and evaluate information technology documentation specifications and standards.
- Maintain a high level of technical understanding of current developments in the information technology field in anticipation of the future needs of the College.
- As part of training, perform functions normally assigned to Manager of User Services, although to a lesser degree.
- Perform all duties of a Senior Programmer Consultant.

Occasional Job Functions:

- Perform other related duties as required.
- Evaluates, specifies, and procures related components. Develops, and manages information technology related bids, contracts, request for proposals and vendor relationships in support of information technology initiatives.

- Manages and participates in committees, working groups, councils, etc. in support of information technology initiatives.
- Develops grants, funding and resources for information technology initiatives in collaboration with faculty, staff, and students.
- Functions independently or as a member of an information technology team as assigned. Leads, manages and supervises, technical, professional clerical, and student support staff as assigned.
- As part of self-training and in support of comprehensive, redundant user focused support, performs functions normally assigned to other information technology support staff as required.
- Provides related administrative functions and help desk supports; works non-standard shifts, provides on call telephonic or pager support as required.
- Consistently develops and exhibits a positive, user focused, customer service attitude and atmosphere.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree.

Experience:

Four years of information technology experience.

Skills, Knowledge and Abilities:

- Must be thoroughly proficient in current desktop applications and operating systems.
- Must have thorough understanding of the software and the hardware systems available.
- Shall have sufficient experience to work independently on most tasks and to provide direction and guidance to other staff.
- Specific information technology experience may be required.

PREFERRED:

A degree in Computer Science or related field.

ENVIRONMENTAL CONDITIONS:

This position requires occasional lifting, moving, and or installation of moderately heavy equipment (such as computers); wiring; and other related information technology components.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.