



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Programmer Analyst	OIT	Director of OIT	1.0	Exempt

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Scope of Responsibilities: Provide enterprise-level systems support by applying strong analytical and problem-solving skills to identify and resolve business and technical issues, maximizing the return on IT investments. This position is responsible for developing and maintaining integrations between software applications, supporting programming needs (SQL, PHP, PowerShell, etc.) for evolving software requirements, and contributing to ongoing process improvement efforts. Additionally, this role will be responsible for various administrative tasks within the IT department.

General Responsibilities:

A. Database Analysis and Programming:

- Develop and modify data processes and workflows to enhance the effectiveness of the organization's application software.
- Assess the performance and efficiency of existing systems, and recommend improvements or optimization strategies.
- Generate ad-hoc and scheduled reports using available query tools.
- Run special reports and procedures not typically executed by end users.
- Work with end users to identify and resolve data integrity issues

B. User Training:

- Provide guidance and training to users on the proper and efficient use of the organization's application software portfolio, as needed.

C. Other:

- Actively participate in departmental process improvement initiatives to increase efficiency, streamline workflows, and support strategic goals.
- Collaborate with other IT team members on long-range planning and IT projects.
- Assist with general departmental administration, including documentation, scheduling, inventory tracking, and other processing & operational tasks as assigned by the supervisor.
- Maintain user accounts, resource permissions, and other access management tasks, as needed.

Secondary Responsibilities:

A. Application Database Management:

- Support IT staff and external vendors in managing the performance, security, and functionality of Microsoft SQL database environments.
- Maintain user profiles, resource permissions, and access privileges as needed.
- Implement and monitor required security measures for data and database protection.



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B. Windows Server & Active Directory Management:

- a. Assist with the administration of the Microsoft Server ecosystem, focusing on system security, reliability, and performance.
- b. Manage user accounts, access controls, and permissions when required.
- c. Ensure compliance with data and system security protocols.

Qualifications:

A. Minimum:

1. Bachelor's degree in computer science, business or related field, or an equivalent combination of experience, education and/or training that provides the required knowledge, skills, and abilities.
2. Minimum one year of related job experience with SQL programming.
3. Must have experience in programming, database schema, and generating ad-hoc reports.
4. Strong Christian faith, commitment, and volunteer service experience.

B. Preferred:

1. Familiarity with advanced features of MS Office Suite and Google Workspace.
2. Working knowledge of PHP and Windows PowerShell scripting languages.
3. Exposure to a document management and process automation software such as OnBase.
4. Experience with reporting software solutions that include Appeon Infomaker, and SQL Server Reporting Services.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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