HARPER INTERNATIONAL

POSITION DESCRIPTION-DRAFT

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	**Date:** October, 2010
Job Title: System Analyst/Programmer	**Department:** IT
Reports To (Position) : IT Manager	**Supervises (Positions): None**
Status: Exempt	
Completed By: HR Manager	

Part II – Position Objective

Part III – Job Responsibilities

Essential Duties
1. Develop, de-bug, and modify SQL stored procedures, Crystal reports, and Syteline forms as they relate to Syteline 8.
2. Understand user needs. Write, update, and maintain computer programs to ensure the desired results are achieved.
3. Conduct trial runs of programs & software applications to ensure accuracy of information & instructions.
4. Analyze issues & correct errors by making appropriate changes & testing the program to ensure issue is resolved.
5. Perform revisions or expansions to existing programs to increase operating efficiencies or adapt to new requirements.
6. Maintain documentation of program development and revisions so others can understand the program.
7. Assist with the installation, maintenance, and general support of computer systems & software.
8. Assist users with questions & troubleshoot problems.
9. Evaluate and work through user requests for better and more efficient use of Syteline
10. Help in evaluating new modules - justification of costs/cost saving for new modules
11. Responsible for testing and the installation for the latest version upgrades
12. Responsible for daily back up and restoration of Syteline Data
13. Assist with training of new users/existing users with new modules
14. Setup and maintain users rights

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

1. Bachelor's Degree in Computer Science, Information Systems or related field **OR** Associate's Degree in Computer Science, Information Systems or related field and 2 years relevant experience.
2. Must have advanced skill level in the following: SQL 2005, Crystal 11, VB.net,

3. Must have intermediate skill level in the following: Syteline 8,Microsoft Access, HTML, , Word, Excel, and Outlook
4. Citrix experience helpful.

5. Excellent communication skills required.

6. Ideal candidate will be a self-starter who can work without direct supervision

V- Work Environment

1. May be required to transport computer hardware & related equipment
2. May be required to climb, reach, kneel while installing cable
3. Overtime may be required