

Job Title

Programmer Analyst

Short Description

RadiFi Credit Union is seeking a Programmer Analyst to analyze and evaluate existing or proposed systems, and devises innovative computer programs, systems, automation and related procedures to process data and streamline business and administrative processes. Prepares program specifications, theories of design, flowcharts and diagrams, to develop coding logic. Utilizes a variety of development tools including coding tools, configurable robotic process automation (RPA) and workflow tools, forms designers and other programmable resources. Encodes, tests, debugs, and installs the operating programs and procedures in coordination with computer operations and user departments. Uses a full range of programming tasks, including program design, program coding, debugging and documentation for the assigned data processing systems, and peripherals, including data manipulation, input and output routines reflecting a variety of equipment configurations.

Full Description

RadiFi Credit Union is seeking a Programmer Analyst to analyze and evaluate existing or proposed systems, and devises innovative computer programs, systems, automation and related procedures to process data and streamline business and administrative processes. Prepares program specifications, theories of design, flowcharts and diagrams, to develop coding logic. Utilizes a variety of development tools including coding tools, configurable robotic process automation (RPA) and workflow tools, forms designers and other programmable resources. Encodes, tests, debugs, and installs the operating programs and procedures in coordination with computer operations and user departments. Uses a full range of programming tasks, including program design, program coding, debugging and documentation for the assigned data processing systems, and peripherals, including data manipulation, input and output routines reflecting a variety of equipment configurations.

Location: Park Street Building, 562 Park St., Jacksonville, FL 32204

Status: Exempt

Major Duties and Responsibilities:

Project Management:

- Manages assigned tasks as they may involve self and/or others. Reports status, progress, and issues consistent with the Credit Union's project management guidelines.

- May participate in cross departmental and enterprise projects as assigned.

Maintain documentation for developed / supported works:

- Comments code as defined by the SDLC.
- Maintains and assist in the creation of system design and programming specification documents as needed.
- Maintains developer and administrator guides.
- Maintains the knowledgebase of application development process and technical standards.

Training:

- To maintain personal and professional development to meet the changing demands of the job; participating in appropriate training activities and required classes when assigned. On time completion of Individual Learning Plan (ILP) as outlined by Training Department. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

Application Development:

- Provides requirements gathering, development, testing, documentation and support for process automaton, software applications and/or application and database design.
- Collaborate with members of the IS and business unit teams in the design, development and deployment of developed works.
- Adheres to the defined software development lifecycle (SDLC) method and ensures milestones are met and technology standards are followed.
- Provides technical help to the team members when requested.
- Deploys solution updates within established release management windows.

Process Improvement:

- Participates with technology and business colleagues to identify process improvements and makes recommendations regarding development and testing opportunities.

Knowledge and Skills

Experience:

- 2-3 years of experience in a development role. Small to mid-size company / environment preferred.
- Working knowledge of one or several among Visual Studio, Javascript, HTML, XML, .Net, Perl, Python, ASP, Microsoft SQL, Microsoft SharePoint, Symitar PowerOn, Symform and others. Knowledge and experience in Microsoft operating environments, Unix / Linux operating environments, Symitar Episys core platform, Symitar PowerOn, Microsoft Access, Knowledge of web applications, development languages and web development tools. Knowledge of open source systems and tools a plus.
- Skilled in gathering user requirements, creating business and technical documentation of same and coding/creating applications, forms, automation, databases, integrations and other works to satisfy the requirements. Documentation should support ongoing development and application support by another Associate or third party.
- Provide development, documentation and testing of own work and peer review to other team member and third parties work product pursuant to the Credit Union's application development policies and procedures.
- Resourceful. Able to achieve aggressive and complex objectives through a combination of traditional and creative methods. Consistently meets deadlines.

Education/Certifications/Licenses:

- High School Diploma or equivalent required
- Associate or Bachelor's Degree strongly preferred, with emphasis on application development or management information systems preferred.

- Individual courses of study in programming languages, programming techniques, requirements gathering and testing preferred.

Interpersonal Skills:

Courtesy and tact are essential elements of the job. Work involves personal contact with customers and others inside and outside the organization, generally regarding fairly routine matters for the purposes of giving and obtaining information or instructions, updating or referring. Communications generally require shorter and not in-depth discussions.

Other Skills:

- Excellent time management skills. Works independently with limited oversight. Consistently meets assigned tasks and deadlines. Manages project work independently although works collaboratively in team environments.
- Excellent verbal and written communications skills. Translates complex technical designs and concepts into easily understood business terms.
- Conforms to internal standards, policies and procedures.

ADA Requirements

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions:

The noise level in the work environment is usually moderate.

Mental and/or Emotional Requirements:

Must be able to perform job functions independently and work effectively either on own or as part of a team. Must be able to plan and direct the work activities of self and others. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Acknowledgment

Nothing in the position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Job description is not a contract and should not be constructed as a guarantee of employment for any period of time.

We are an Equal Opportunity Employer and do not discriminate against employees or applicants based on race color, religion, sex/gender, national origin, disability, age, or any other category protected by law.

Education

• High School Diploma or equivalent required • Associate or Bachelor's Degree strongly preferred, with emphasis on application development or management information systems preferred. • Individual courses of study in programming languages, programming techniques, requirements gathering and testing preferred.

Additional Comments

Apply online by visiting: <https://www.radificu.org/careers/>

Credit Union

RadiFi Credit Union

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Expiration Date	09/30/2023