

JOB TITLE	DEPARTMENT	REPORTS TO
Report Writer/Developer Grant Funded	ITS Department	Data Processing Manager

Position No: 82028	Length of Work Year: 12 Months
Salary Schedule: VPP	Date Approved: 7/23/13
FSLA: Exempt	Date Revised:

JOB GOAL
Designs, modifies, develops, writes and implements database queries, stored procedures, functions, and reporting solutions to make internal and customer-facing business processes more efficient and effective.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science or related field or four years' experience in programming and analysis in enterprise application systems. 2. Knowledge of computer software and hardware. 3. Ability to handle and resolve recurring problems. 4. Ability to establish priorities, work independently and in a team environment, and proceed with objectives with and without supervision. 5. Prioritize tasks. 6. Solve difficult problems with effective solutions. 7. Can see underlying or hidden problems and patterns. 8. Learns quickly when facing new problems. 9. Must be flexible to adjust to organizational initiatives. 10. Analyzes both successes and failures for clues to improvement. 11. Experiments and will try anything to find solutions. 12. Enjoys the challenge of unfamiliar tasks. 13. Quickly grasps the essence and the underlying structure. 14. Ability to perform the functions of the position. <p>Required Technical Competencies</p> <ol style="list-style-type: none"> 1. Windows Workstation Operating Systems 2. Microsoft Office (Strong Excel Ability Preferred) 3. SQL Server (2000, 2005, 2008) <ul style="list-style-type: none"> • T-SQL Language Mastery • Creation, Optimization, Troubleshooting and Maintenance of Queries, Stored Procedures and SSIS Packages • Linked Server Knowledge 4. SQL Server Reporting Services (2005 and 2008) <ul style="list-style-type: none"> • RDL and Project Creation • DataSource and DataSet Creation • Mastery with Parameters, Table and Matrix Controls, Sub reports, Expressions, Scripting, Subscriptions • Graphing (preferred, but not required) 5. T-SQL Language Mastery 6. Conceptual Understanding of .NET Framework (1.1, 2.0, 3.5) 7. Source Control (VSS 6.0 and TFS 2005)

DUTIES AND RESPONSIBILITIES

1. Meets with the specific departments to analyze report requests and create business specifications to meet business needs.
2. Develop SQL Server Reporting Services Reports, Projects and Report Definition Language (RDL) files to present interactive reports to end users.
3. Converts and consolidate manual reports and Excel spreadsheets into re-usable reports and solutions.
4. Analyzes information to determine, recommend, and plan reporting needs.
5. Provide proposed project information or workload for use of allotted time.
6. Communicate with users and managers for effective reporting system production.
7. Acts to correct issues in quickest method possible.
8. Essential reference tool for reporting practices, needs, and reporting issues.
9. Provides important system points for training and development areas.
10. Develop relevant knowledge and skills.
11. May enter data into computer to store, retrieve and manipulate data analysis of system capabilities and requirements.
12. Ability to reasonably estimated project/task complexity, level-of-effort, and timelines.
13. May train users on new operations.
14. Ensures reporting results are meeting the client's requirements based on the client's business needs.
15. Consults with staff to develop understanding of varied and complex business needs supported by the database and reports.
16. The Report Writer / Developer will also create and maintain comprehensive documentation for all processes and reports developed.
17. Perform assigned tasks in a timely and efficient manner and at a high standard of quality.
18. Perform other duties as assigned by the Data Processing Manager.

PHYSICAL DEMAND CLASS:

Sedentary (S) -Infrequent lifting and carrying of objects weighing 10 pounds or less.
Infrequent walking and/or standing may be required.