

POSITION ANNOUNCEMENT

PROGRAMMER

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Programmer. This position reports to the Information Technology Services Manager.

RESPONSIBILITIES INCLUDE:

- Develops, writes and tests computer programs.
- Troubleshoots and debugs computer application problems to ensure data is accurate and information is reported correctly.
- Reviews and edits data submitted by institutions for completeness and accuracy and identifies and addresses problem areas.
- Composes documents such as reports, program documentation, and correspondence.
- Coordinates programming and testing with specified agency staff.
- Submits periodic reports to keep supervisor and Commission staff informed of work progress and emerging issues.
- Ability to test new software packages and deploy/implement them with the current system.
- Performs other tasks or assumes other responsibilities as may be assigned by the immediate supervisor or the Executive Director.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Associate Degree in Information Technology (minimum); baccalaureate degree or higher preferred. Degree must be from a regionally accredited institution and granted by employment start date.
- Experience in structured program design, development and other principles and practices of computer programming and analysis is a significant plus.
- Experience programming in Microsoft Visual Basic.NET technologies, managing data, databases, input/output files and producing computer reports in various formats.
- Knowledge and experience using Microsoft SQL server, databases, stored procedures and Reporting Services.
- Knowledge and experience with ASP.NET for website hosted applications.
- Experience with CMS (Content Management System).
- Knowledge and ability to implement smart modern web standards including accessibility and usability.
- Knowledge and experience with Microsoft Office Suite and Operating Systems and Office 365 apps (SharePoint, Power BI, Forms).
- Ability to work independently with minimal supervision.
- Demonstrated ability to perform effectively and positively in a fast-paced, team-oriented environment.

PLEASE NOTE:

- A skills test will be administered to candidates selected to be interviewed.

DEADLINE FOR APPLICATIONS: Position open until filled. Review of applications will begin on January 19, 2021.

SALARY: \$55,370.82 to \$64,221.08 dependent upon experience.

TO APPLY: Submit – (1) Cover Letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) resume and (3) an ACHE Application (found on ACHE website at ache.edu under “About Us/Employment Announcements”). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested of the selected finalist. Emailed applications only.

SUBMIT TO: Tim Vick, Director of Operations at tim.vick@ache.edu.

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER