



Job Description

Title: Programmer Analyst

Date: December, 2010

Purpose and Summary

Programmer analyst with infrastructure maintenance, helpdesk and web development skills: Construct, test, optimize, deploy and support applications and databases utilizing an N-tier architectural approach and web services; provides technical support services to internal / external users; analyzes proposed software applications; works with users to identify requirements and resolve problems; recommends application modifications or additions. Keeps up-to-date with leading technology developments; performs special projects and other duties as assigned.

Reporting Relationships

- Reports to Information Technology (IT) Manager
- Has no supervisory responsibility

Responsibilities

Principal duties include:

1. Modifies existing programs and codes new programs to specifications for company's databases and applications.
2. Analyzes programs to determine most efficient and effective way to meet requirements.
3. Provides written reports and proposals to support analysis
4. Provides timely and accurate work estimates
5. Provides timely progress reports on various assigned projects and support requests.
6. Programs, tests and debugs C#, .ASP.NET, SOAP, ColdFusion, XML, XSLT, HTML, CSS and SQL.
7. Customizes Microsoft Dynamics CRM.
8. Develops and/or modifies complex reports and spreadsheets.
9. Develops web pages using above tools for our web sites and for use in CRM.
10. Creates and modifies use cases, test cases and process models.
11. Works with team members and outside contractors as assigned.
12. Responds to diversified inquiries; handles all communication in a professional and friendly manner.
13. Works closely with the IT Manager.
14. Participates in projects as assigned.
15. Works with regional offices as assigned.
16. Completes other tasks as assigned.

Qualifications

(at the time of hire)

Demonstrated thorough web system development experience; tertiary-level degree in Computer Science or closely related degree and 3 years work experience in collaborative

systems development including analysis, design, application programming and integration, and database programming with SQL Server including stored procedures, triggers, and integration services. Minimum 3 years experience programming with C#, ASP.NET, SOAP, XML, XSLT, HTML, CSS, ColdFusion, and JavaScript; experience with IIS server configuration; minimum 2 years experience customizing Microsoft Dynamics CRM; ability to communicate effectively with technical personnel and non-technical users; ability to use tact and maintain a professional manner in one's work; ability to learn and apply what is learned; Well-developed verbal and written communications skills, including ability to communicate effectively with technical personnel and non-technical users. Ability to learn and apply what is learned; ability to work well with others. Must have an understanding of church activities and Judeo-Christian values.

Accountabilities

1. Timely and accurate analysis, programming, testing and documentation of new and modified applications.
2. Timely completion of all data processing, operations and tasks.
3. Effective communication with end users and resolution of problems/questions.
4. Effective design of modified and new technology systems
5. Provides timely progress reports on various assigned projects.
6. Assures professional, friendly, timely, customer-centric communication between users and the IT team.
7. Consistently maintains thorough knowledge of new technologies, enabling accurate recommendations.
8. Responds to direction from the IT Manager and Managing Director as assigned.

Information Requests or Applications

Please send your resume and application form (which can be accessed at <http://www.ccli.com.au/about/employment.cfm>) to:

Andrea Benton

Information Technology Manager
Christian Copyright Licensing International Pty Limited
PO Box 6644
Baulkham Hills NSW 2153
Phone: (02) 9894 5386
Fax: (02) 9894 5701
Email: itmanager@ccli.com.au

Applications Close: Wednesday, February 10, 2011