

NFC Job Description

Job Title: Reports Developer
Department: Institutional Research & Effectiveness
Reports To: Coordinator of Institutional Research & Effectiveness
FLSA Status: Exempt
Prepared By: Employee Services
Prepared Date: August 12, 2019
Approved By:
Revised Date: September 2020

SUMMARY

Responsibility includes report building, analysis of software usage, support and implementation of campus software, maintaining various data dashboards, and developing processes for software usage training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated, though not exhaustive, indicate the majority of the functions assigned to this position. *Other duties may be assigned based on institutional need.*

Must have personal and educational philosophy compatible with the goals, objectives, and mission of North Florida College.

1. Design, develop, and maintain new reports for departments as needed.
2. Design, develop, and maintain interactive website data dashboards.
3. Design, develop, and support processes for the College where information collection and reporting are involved including all internal, state, and federal data reporting mandates.
4. Administer end user training as needed.
5. Work with all departments to ensure the proper utilization of administrative software and business procedures.
6. Assist in the development, implementation, maintenance, and security of all software development environments including programming platforms, database systems, and reporting infrastructures.
7. Conduct periodic needs assessment of current business functions and processes as they relate to information systems.
8. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of an Associate's degree in MIS, CIS or a related field, or three (3) years of experience in a data management or programming position, including knowledge of relational databases.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from College staff.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually moderate.