WESTMONT COLLEGE

Business Process Analyst and API Programmer
Information Technology

Position Summary
Responsible for clarifying design requirements for server and web-based software applications, designing software to meet those requirements, implementing and optimizing those designs in suitable programming languages, and maintaining the programs, API interfaces, and databases which support these applications. Serves the entire college as a member of Server and Network team.

Qualifications
Bachelor's degree and three or more years of experience in programming and database management are required. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations. Requires fluency in PHP, Perl, python, ruby, Rails, Sinatra, MySQL. Uses git regularly for version control and documentation. Must be familiar with postfix, LDAP, Active Directory, Mongo. Experience with Jira, Kanban, and Agile development techniques a plus. Requires excellent communication, problem analysis, attention to detail, and customer service skills. Must work well with a team of programmers and constituents.

Duties and Responsibilities

- Business Process Analyst
  - Work closely with end users to establish rapport and accurately assess their software requirements
  - Document Business Process and script functionality (Technical writing, graphical work)
  - Document business processes and the required data flow between systems such as learning management systems (Moodle, Canvas, Livetext, Turnitin), physical security (Maxxess, Meraki), mailing lists (mailman) and aliases, Photo IDs
- API Programmer
  - Design and develop new and redesign legacy web applications using Sinatra and Ruby on Rails or similar tools
  - Update and maintain automated Python and Perl scripts syncing data between disparate services, using API functionality to integrate local data with remote services such as Google, Samanage, Elavon, Authorize.net, and Docusign
  - Manage code base and server configurations with git, vagrant, and ansible, integrating testing into the software design workflow
  - Manage email (postfix), email lists (mailman, Google Groups), email server (Linux)
  - Manage identity management (LDAP, Samba 4, and Active Directory) , Single Sign-On, SAML, and Google Apps for Education
  - Manage MySQL and MongoDB databases
- Other duties as assigned
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

Reports to: Director of Servers and Networks   11.18