1. **Duties and responsibilities:** All references to the male or female gender are used for convenience only and include both genders.

The Health Professions IT Partnership (HPITP) Lead Programmer / Analyst supports the Vice President for Health Affairs and School of Nursing staff, faculty and students using client/server and Local Area Network Communications technologies to execute the research, instructional, administrative and public service missions of those entities. The incumbent is accountable to the HPITP Director, will work within the School of Nursing, and will report on a daily basis to the School of Nursing’s Information Systems's Manager. The incumbent will work with other LAN support staff in the HPITP schools and across UB to maximize efficient utilization of existing HPITP and campus resources.

60% Plan, install, maintain and monitor advanced server domains and application servers as determined by priorities set by HPITP leadership and the school of Nursing in support of School of Nursing/HPITP microcomputing, networking, educational programs, research projects and administrative and student computing lab LANs.

20% Implement LAN support policies as determined in priorities set by the HPITP/Nursing leadership. Work in close collaboration with other HPITP LAN technical personnel on assigned projects.

10% Meet with HPITP/Nursing faculty, staff and students regarding their needs on specific LAN support topics. Provide project status reports.

5% Maintain a working knowledge of current and emerging hardware and software tools relevant to the delivery of computer based multimedia instructional material.

5% Perform other IT related duties as requested.

Incumbent may be required to perform other related duties.

2. **What is the minimum education required for this position?**

A Bachelor’s degree, preferably in computer science or related technical field is required. Official certifications (e.g., Microsoft) are highly desirable but not required.

3. **In addition to formal education, how much and what kind(s) of experience is required?**

At least three years of PC based Network Operating Systems experience required. Excellent written and communications skills are required.

Preferred but not required: Formal certifications by recognized certifying agencies in this area. Technical experience with microcomputer hardware, operating systems, platforms and NOS, LAN Gateways, and an understanding of network topology and network communication protocols.

4. **Describe at least three of the most complex or difficult duties (in order of difficulty).**

(1) Maintain a reliable and secure administrative and student computing lab server environment.
Interact with Nursing faculty, staff and students as a primary LAN support assistance provider within the School of Nursing at a variety of locations. Perform duties in an efficient and timely manner.

Maintain project implementation pace while working simultaneously on several independent projects. Collaborate with other School, HPITP, and University technical support personnel.

Effectively deal with a fluctuating work load where frequent interruptions due to un-scheduled requests for assistance are commonplace.

5. Please comment on the type and extent of supervision this position receives.

Persons in this position work under the general supervision of the Director of Information Technologies for the school of Nursing and/or the HPITP Director.

6. What do you feel are the most serious consequences (in order of importance) that most probably would result from errors by the incumbent?

1. Improperly configured and maintained servers could jeopardize sensitive and shared documents and research residing on each server. System crashes would impede daily administrative functions dependent on files residing on these servers.

2. Improper implementation of assigned projects will result in marginal or inoperative systems that will adversely affect the total HPITP microcomputing effort, (i.e., increased cost, delays, inefficiency, etc.)

3. Lack of discretion or personal tact will jeopardize user relations, cooperative undertakings, personnel effectiveness, HPITP’s image to the public it serves, etc.

7. Write a statement about the people, offices, or “publics” that this position deals with, contacts, or supervises, and this position’s relationship to each.

The incumbent is concerned with microcomputer programming and systems analysis in support of HPITP microcomputing, networking, educational programs and research projects. It is necessary that this individual deal quite closely with university administrators and faculty in developing microcomputing systems. Regular and close cooperation and planning with other professional service employees, administrative officers and faculty personnel is essential to maximize utilization of microcomputing services. The incumbent will deal quite closely with School of Nursing and occasionally other university administrators and faculty in developing and supporting microcomputing systems as well as with other HPITP school staff and with CIT IT staff including LAN Systems on LAN and other matters pertaining to University wide applications and software. Regular and close cooperation and planning with other professional service employees, administrative officers and faculty personnel is essential to maximize utilization of microcomputing services.
8. **Give examples of sensitive or confidential data which the incumbent of this position is required to understand and work with. Note the probable effects of indiscretion.**

The incumbent may be working with and have access to files containing administrative, research, clinical and scholastic information of a private nature. Any indiscretion in this area could be embarrassing or possibly disastrous to microcomputing efforts and the functions they support.

In the process of developing and maintaining user accounts, the incumbent could have access to all of the patient, student, faculty and staff personnel and budgetary information files. The incumbent will be responsible for the integrity and design of appropriate methods and safeguards to properly protect those files when they are accessed.

When dealing with either paper records or on-line data within a healthcare institution, the inappropriate handling or sensitive information could lead to charges of malpractice or, at the minimum, inappropriate conduct with subsequent reprimands and/or penalties being filed against the health professions schools as well as any other students, faculty or administrators in question.

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**APPROVAL SIGNATURES**

_____________________________________________________ ___________________
Immediate Supervisor       Date

_____________________________________________________ ___________________
Department Head       Date

(    ) Copy to Employee