BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Business Objects Developer/Report Writer

DEPARTMENT: Information Technology

FUNCTION: Performs business analysis, writes custom reports, and provides technical direction regarding data structures and reporting queries. Designs and delivers custom reports based on user requirements. Enables users to create their own reports by providing technical expertise, support and training.

REPORTS TO: Managing Director of Administrative Systems

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Designs, develops and implements Business Objects reports using Ellucian’s Colleague Reporting and Operating Analytics (CROA) system.
2. Assists users in extracting and collecting data for performing queries and writing reports.
3. Defines needs, logic and databases; codes programs and is routinely involved in processing a variety of minor and intermediate applications.
4. Investigates and analyzes systems and procedures to improve performance and/or solve problems.
5. Assists in the preparation of project plans and schedules including requirements. Work assignments, resources, project milestones, review points and reports.
6. Works with users to test programs and procedures.
7. Performs additional tasks or duties as assigned by the Managing Director of Administrative Systems or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possess strong project management skills and the ability to translate business needs into data analysis and reporting solutions. Has solid understanding of design best practices and how to troubleshoot query performance and enhance efficiency. Working knowledge of Data Warehouse solutions is preferred. Demonstrated proficiency with Microsoft SQL Server including triggers, database design and stored procedures, with an emphasis in Business Intelligence. Has intermediate proficiency in the use of
the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Computer Science or Management Information Systems.

Experience: Minimum of 3 years in developing ad-hoc reports and/or designing dashboards accessible via a web-based platform using SAP Business Objects, Crystal reports, Universes and DataMarts. Required experience includes relational database design and development; and writing and debugging stored procedures and SQL Views, specifically used in a reporting context. Must have used Ellucian Colleague, Datatel Reporting and Operating Analytics (DROA), Datatel Dashboards, Business Intelligence, and Datatel DataOrchestrator (ODS).

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE