**JOB DESCRIPTION**

**Park Hill School District**

**Lead Systems Analyst/Developer**

**Purpose Statement**

The purpose of the Lead Systems Analyst/Developer is to oversee the development work in areas such as business intelligence (BI) reporting and solutions, managing data exchanges, and partnering with other district leaders to improve key systems. This position functions as the team leader of all Systems Analysts/Developers to implement the following key functions: manage district data warehouse; analyze requirements for database solutions; develop, implement, maintain database applications and interfaces; perform database administration; develop reporting solutions; document system components, processes and user instructions; serve as product owner for multiple applications; and serve as a technical advisor to staff and other district personnel for enterprise application data.

This job reports to the Manager of Enterprise Applications and Information.

# Essential Functions

* Attracts, motivates, and retains strong performers for the purpose of maintaining a quality staff.
* Builds positive working relationships with team members, vendors, and other departments for the purpose of working collaboratively toward department and district goals.
* Collaborates with a variety of internal and external parties (e.g. developers, other database administrators, users, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
* Collaborates with the Technology Projects and Training group for the purpose of communicating effectively with district staff, students and parents as well as providing training on the proper use of technology.
* Collects customer feedback for the purpose of monitoring effectiveness of support and to drive continuous improvement processes.
* Coordinates meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
* Coordinates the design of a variety of databases (e.g. data warehouse, server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.) for the purpose of providing end users with access to accurate data.
* Coordinates the integration of data, information and communication systems with the Network and Infrastructure group for the purpose of ensuring efficient and streamlined services are provided to all customers.
* Develops a variety of database support processes (e.g. tech standards, monitoring utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.
* Develops a wide variety of complex materials (e.g. instructions, notices, reminders, memos, technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
* Ensures change management processes and effective communication methods are utilized for the purpose of adequately and accurately disseminating information related to application changes.
* Ensures district applications are monitored and updated as needed for the purpose of optimizing end- user performance.
* Establishes environments for use in application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.
* Leads in the development of ETL process(es) for reporting/data warehouse solutions for the purpose of integrating various data sources while adding value to district reporting.
* Leads in the development of interfaces between software applications for the purpose of providing timely and accurate integration of data.
* Leads in the development of reporting solutions including, but not limited to, business intelligence (BI) for the purpose of providing accurate, integrated information to support district decision making.
* Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering Business Intelligence and Analytic Reporting in compliance with established guidelines and/or objectives.
* Participates in a variety of planning and development activities, including district wide committees for the purpose of creating short- and long-range plans for reporting needs and support for the district.
* Participates in the upgrade processes of district databases for the purpose of ensuring their ability to use new and/or existing databases and related software.
* Promotes the innovative use of existing technology to district business process owners for the purpose of increasing organizational effectiveness and efficiency.
* Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.
* Researches and implements preventative maintenance procedures for the purpose of proactively maintaining district enterprise applications.
* Researches applications, vendors, consultants and emerging technology for the purpose of recommending products that meet district requirements for capability and cost.
* Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
* Reviews opportunities for improvement within own practice and those within the assigned area of responsibility for the purpose of ensuring personal and departmental excellence.
* Serve as a product owner for various applications for the purpose of effectively collaborating with district stakeholders.
* Serves as internal project manager for small and medium scale enterprise application and data projects for the purpose of deploying innovative and quality solutions.
* Supervises assigned personnel (e.g. recommending, training, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
* Supports project operations (e.g. estimates of task deliverables, schedule updates, reporting status, etc.) for the purpose of ensuring that project objectives are achieved.
* Trains selected department personnel for the purpose of ensuring their ability to use new and/or existing software and systems.
* Utilizes appropriate project management tools, processes and procedures for the purpose of effectively leading and managing projects.
* Works collaboratively with other district departments for the purpose of developing technology strategies to address customer’s current and future needs.

# Other Functions

* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

# Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks simultaneously with a need to periodically upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: strong leadership skills, demonstrated customer service skills, excellent interpersonal skills including oral and written communication, strong team skills and strong analytical and problem-solving skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios, read technical information, compose a variety of documents, facilitate collaborative group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: relational databases (both SQL Server and Oracle), stored procedures, SSRS, SSIS, record structures, media input and output devices; and current generation programming methodology including object based design, operating systems, protocols, and programming languages. Knowledge of data warehousing methods is preferred.

ABILITY is required to coordinate and schedule meetings and events and often gather, collate and/or classify data. Flexibility is required to work with diverse groups and individuals; analyze data using defined processes; and operate equipment. Ability is also required to manage multiple small or medium sized projects simultaneously. Independent problem-solving is required to analyze issues and create action plans. Problem-solving with data frequently requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons of diverse technical knowledge and skills; maintaining confidentiality; analyzing situations; defining issues; drawing conclusions; setting priorities; and working with frequent interruptions. Ability is also required to keep current on developing technologies and potential impact on district operations, to relate well to people, and to observe, listen, motivate, and provide leadership.

# Responsibility

Responsibilities include working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's

functions. There is a continual opportunity to impact the organization’s services.

# Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience within a specialized field is required.

Education

Targeted, job related education with study in job-related area. Bachelor’s degree in job- related area is preferred.

|  |
| --- |
| Required Testing |
| Job-Related Skills Proficiency Test |
| Clearances |
| Criminal Justice Fingerprint/Background Clearance |