

## **Systems Analyst/Developer**

### **Purpose Statement**

The purpose of the Systems Analyst/Developer is to 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.

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### **Essential Functions**

- Builds positive working relationships with team members, vendors and other departments for the purpose of working collaboratively toward department and district goals.
- Collaborates in the design of a variety of databases (e.g. 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.
- 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 Communications 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 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.
- Develop ETL process for reporting/data warehouse solutions for the purpose of integrating various data sources while adding value to district reporting.
- Develop interfaces between software applications for the purpose of providing timely and accurate integration of data.
- Develop reporting solutions for the purpose of providing accurate, integrated information to support district decision making.
- 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.
- Maintains excellent communication and collaboration with all stakeholders for the purpose of ensuring open channels of communication and flow of information.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- 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.
- Perform database administrative functions (tuning, backup, recovery) for the purpose of ensuring the security and stability of district databases.
- Performs a variety of department activities, as assigned (e.g. data base design, logical data modeling, performance tuning, security, etc.) for the purpose of ensuring the security and reliable operations of district database.
- Promotes the innovative use of existing technology to district business process owners for the puprose 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 a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Serves as internal project manager for small and medium scale enterprise application and data projects for the purpose of deploying innovative and quality solutions.
- 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 environments for application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.
- Works collaboratively with other district departments for the purpose of developing technology strategies to address customer's curent 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, percents, 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 to keep current on developing technologies and potential impact on district operations. Ability to relate 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. Bachelors degree in job-related area is preferred.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range