

POSITION TITLE: Senior Systems Analyst

QUALIFICATIONS: Bachelor's degree in Computer Science, Information Systems or related field required. A minimum of five years of progressively responsible experience as a programmer, analyst, and/or database administrator is required. Proficiency in RPG/400 programming required. Experience with SQL and Oracle database preferred. Programming experience in C++, Visual Basic, and SAS desirable. Experience with K-12 education applications highly desirable. Project development and management experience required. Excellent analytical and problem-solving abilities required. Must have the ability to work well with people in all levels of the organization. Must be able to handle multiple projects and request for assistance in an organized manner with little or no supervision. Must have excellent public relations skills, excellent customer service attitude and positive work ethic. Must have a valid Virginia Motor Vehicle Operator's License and be able to travel locally to schools and departments.

PERFORMANCE EXPECTATIONS: Works closely with users to gather information, clarify system objectives, and resolve problems. Provide programming support and technical guidance to the application programmers. Evaluates new systems and applications and presents formal recommendations. Serves as database administrator. Develops and enforces programming and database policies, procedures, and standards to ensure integration and maximum performance of systems and applications. Oversees the installation of software patches, fixes, and version upgrades and new installations. Prepares and receives Requests for Proposals (RFP). Participates in team selection of future vendors. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Coordinates and monitors the development and maintenance of all administrative/business applications of the school division. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

SUPERVISES: Programming Personnel

REPORTS TO: Manager Information Communication Technology Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt