

POSITION TITLE: System Programmer Analyst

QUALIFICATIONS: Bachelor's Degree in a computer-related field. Must have a minimum of five years experience in K12 applications systems. Must have extensive knowledge and hands-on experience in RPG/400, RPG III and RPG ILE. Must have programming experience in CIMS consisting of Student Management, Human Resource Management and Financial Management. Considerable knowledge of IBM mid-range and microcomputer applications and CIMS software experience required. Must have strong analytical and problem-solving abilities. Experience with student accounting systems in a large urban public school system is preferred. Excellent oral and written communication skills required. Must possess superior customer service, organizational, and planning skills along with excellent communication and public relations skills. Must have the personality and ability to establish and maintain effective working relationships with school staff, employees and other customers. Must possess the ability to work under pressure and effectively plan, organize, and coordinate work independently and/or as a team leader. Must be able to exercise tact, good judgment and initiative and demonstrate excellent skills in operating personal computers and peripheral equipment. Must be adaptable to changing priorities and able to simultaneously handle multiple assignments within deadlines.

PERFORMANCE EXPECTATIONS: Develops, writes, maintains, tests and implements program code as directed and specified through user requests. Maintains current knowledge about Student, Human Resources, and Financial Applications Systems supplied by manufacturer or develops in-house. Analyzes user requests to determine appropriate design and implementation methodology consistent with departmental goals and objectives. Designs applications and writes code to develop, maintain, and enhance employee applications as identified by user request. Tests all programs with test data and reviews results for accuracy and efficiency. Tests and implements corrections and releases supplied by the manufacturer in an optimal manner without adverse effect on current production and developmental activities. Troubleshoots and corrects production problems. Updates system and program documentation to reflect changes. Supports student information system and assigned system. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Develops, writes, maintains, tests, implements and updates program code for systems used by the district. Work requires sitting, occasional walking, light lifting of office items up to 10 pounds, fingering and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word level, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

REPORTS TO: Senior Systems Analyst

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 124

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt