



Job Description

SENIOR SYSTEMS ANALYST/PROGRAMMER

DEFINITION:

Under the direction of the Director of Information Technology, perform a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of the district's administrative and instructional support systems. Provide district departments and personnel with information technology and procedural solutions to support specific functionality requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides top tier support to all EUSD technology users.
- Assumes project level responsibilities on application and integration projects, database design, and data warehousing, to include planning, development, implementation, and maintenance.
- Facilitates the computerized collection, management, manipulation and distribution of data used for decision-making and in the daily operation of schools and departments.
- Performs program and database analysis, as needed, to establish specifications and programmed system solutions.
- Installs, upgrades, secures, monitors, and troubleshoots current software systems by ensuring application systems and computing operations run with optimal performance and security.
- Performs maintenance, development, and implementation tasks as they relate to the application system, to include source code analysis and maintenance.
- Actively resolves problems and issues with computer and server systems to limit work disruptions.
- Establishes all necessary Application Program Interfaces (APIs) to successfully integrate new developed systems or third-party applications.
- Develops, maintains, and updates systems and end-user documentation in accordance with established standards and procedures.
- Prepares daily/weekly reports, updates Web Help Desk Ticketing System, Time Allocation Sheets, and Project Planning documents, to include completed weekly priority tasks and proposed informational technology requests.
- Monitors information technology resource activity.
- Uses standard application systems, as they relate to uploads and extracts.
- Supports all software, database, and web-based applications as used by the district.
- Serves as a technical resource to the Information Technology Department.
- Provides analysis and development of programs using the district standards; develops software and integration recommendations; and analyzes, investigates, and advises on hardware/software acquisitions.

- Develops district-wide schedules as they pertain to application systems and associated procedures.
- Obtains system requirements, schedules and implements strategy and feasibility studies as needed.
- Encourages district staff to use information technology best practices.
- May be assigned to work at school sites to provide technical support.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Relational database concepts, Object Oriented Programming (OOP), Structured Query Language (SQL), Open Database Connectivity (ODBC), FileMaker (Pro, Server, Go)
- Windows Powershell, and Automation Scripting Languages (ASLs)
- Full Microsoft stack, including Microsoft/Azure Active Directory (AD) and Group Policy Objects (GPOs) to SQL Server Database management
- Microsoft Exchange and Windows Server (on-premises and cloud/hybrid)
- Windows Virtual Machine (VM), Internet Information Services (IIS)
- Office 365 and Microsoft Azure services
- Amazon Web Services (AWS)
- VMware, Linux and security appliances (firewalls, routers, switches), and VPN appliances
- Proficient knowledge of principles, concepts, methods of applicable computer and network technology, standard microcomputer operating systems and software used in a network environment/school environment
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, spelling, grammar, punctuations and arithmetic

Ability to:

- Learn and use new programming languages and techniques
- Analyze complex administrative functions and information requirements
- Provide analytical and technical direction and decision
- Assist staff in determining requirements
- Prepare reports using Systems Development Life Cycle (SDLC) methodologies on new technology
- Develop efficient and secure systems
- Work in a team development environment
- Meet schedules and timelines
- Communicate effectively orally and in writing
- Understand and follow oral and written directions
- Learn the procedures, functions and limitations of assigned duties
- Establish and maintain cooperative relationships
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's degree in information systems, computer science, or directly related field OR Any combination of education, experience, and/or training equivalent to graduation from a recognized college or university.

Experience:

- Recent experience with client/server, database or web development tools is required.
- Four years of recent, progressively responsible experience in systems development and programming of major applications is desired.
- Recent experience in managing student information systems, as well as, email solutions is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

- Travel between school locations
- Hearing and speaking to exchange information
- Seeing to perform assigned duties
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- Lifting objects up to 25 pounds

OTHER TERMS OF EMPLOYMENT:

- Possession of an appropriate, valid California driver's license and employee-provided transportation required
- Fingerprint Clearance
- Physical and Drug Screen Clearance - Physical and Drug Screen will be at district expense and must be obtained at district contracted facility
- TB Clearance

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Approved: 10/12/2021