

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

SENIOR DATA SYSTEMS ANALYST

QUALIFICATIONS

- (1) Bachelor's Degree in Computer Science or in Business with Computer Science minor. Associate's Degree/Technical Certificate with related experience may be substituted for Bachelor's Degree.
- (2) Minimum of five years experience in Programming and Database Administration.
- (3) Such alternatives to the above requirements as deemed appropriate by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze data and use problem-solving skills.
- Ability to prioritize and multi-task across numerous work streams.
- Ability to remain current and adaptable to new technologies.
- Ability to develop programs, methodologies, and files for analyzing and presenting data.
- Advanced knowledge of relational database management systems
- Advanced knowledge of SQL programming and performance tuning.
- Strong analytical and design skill and ability to represent relevant information in data models.
- Has working knowledge of server systems and maintenance.

REPORTS TO:

Executive Director of Instructional & Operational Innovation

SUPERVISES:

Assigned Personnel

JOB GOAL

To develop, implement, and support, efficient, highly available data systems for the district.

PERFORMANCE RESPONSIBILITIES:

- (1) Supervise data processing workflow.
- * (2) Maintain District SQL Servers
- (3) Manage database administration duties for all application systems
- (4) Design, develop, maintain and test data systems.
- (5) Maintain expertise in assigned areas to fulfill goals and objectives.
- * (6) Develop detailed and accurate data maps.
- (7) Participate in the planning for future application and data needs

Senior Data Systems Analyst (Continued)

- * (8) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and issues.
- (9) Maintain current knowledge of standard languages, coding methods and operation requirements.
- * (10) Use effective, positive interpersonal communication skills
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7

Flagler Schools Strategic Framework – Instructional & Operational Innovation