

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

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 the Bachelor's Degree.
- (2) Minimum of two (2) years experience in Programming and Application Development.
- (3) Experience working on group projects, coordinating goals, meeting deadlines
- (4) 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 remain current and adaptable to new technologies.
- Ability to work on group projects, coordinating goals and meeting deadlines.
- Advanced knowledge MS SQL Server 2000/2005, working knowledge of MySQL.
- Works closely with open source tools/projects.
- Ability to develop programs, methodologies, and files for analyzing and presenting data.
- Ability to work with video production software and know the latest in content video streaming.
- Has working knowledge of server systems and maintenance, deployment servers.
- Maintains different versions of application servers in production scenarios.

REPORTS TO:

Executive Director of Instructional & Operational Innovation, Senior Data Systems Analyst

JOB GOAL

To develop and maintain applications for the district. Maintain SQL databases of internal and external systems as well as work closely with other departments in the district. Must be able to support application users by providing a timely, courteous, knowledgeable and accurate response to questions/issues.

PERFORMANCE RESPONSIBILITIES:

- (1) Supervise data processing work flow.
- * (2) Maintain District SQL Servers
- (3) Assist in database administration duties for application systems assigned to project team
- (4) Design, develop, maintain and test computer application programs according to FCSB software standards.
- (5) Maintain expertise in assigned areas to fulfill goals and objectives.
- * (6) Develop accurate and efficient computer programs.
- (7) Participate in the planning for future application software needs.
- * (8) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and issues.

Data Systems Analyst (Continued)

- (9) Generate report through the software systems and data mining, in formats to best help end users.
- (10) Participate in Information Systems training programs, and help pass on information to end users at all schools.
- (11) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- *(12) Use effective, positive interpersonal communication skills.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- (14) Foster and develop a professional image. Consistently represent the district in a positive and professional manner.

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 and Operational Innovation