

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Information Technology Lead Programmer Analyst (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. Graduation from a four year college or university in a programming and systems curriculum
3. Minimum of four years' experience in production programming, at least one year of which must be in an advanced programming position. Additional experience in systems and programming may be substituted for the degree requirement for candidates with proven ability. Also, must have Chief's recommendation.
4. Ability to plan, organize and oversee work of assigned personnel; ability to develop, establish and maintain procedures and instructions; ability to work tactfully with schools, staff and general public; ability to work effectively under pressure from deadlines, day-to-day problems and changes in systems and procedures
5. Neat, well-groomed appearance

REPORTS TO: Chief Information Officer

JOB GOAL: To support the student learning environment by providing efficient computer and communications operations.

JOB SUMMARY: Performs professional and technical work involved with the design, programming and implementation of automated systems and procedures. The incumbent supervises and assists programming personnel in the completion of assigned tasks and works with supervisors in the development and implementation of new systems or revisions to existing programs.

ESSENTIAL JOB FUNCTIONS:

1. Assumes responsibility for the maintenance and proper operation of production systems.
2. Supervises programming personnel in new programming or modifications.
3. Prepares program specifications, report layouts, input documents, etc. for assignment to subordinates.
4. Prepares computer programs including flow charting, coding, testing, implementation and documentation.
5. Performs limited systems analysis, working with users and information technology personnel, for the development of new or revised systems.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other such duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

1. Possesses physical skills and stamina to perform job responsibilities.
2. Requires physical ability to sit for long periods of time.
3. The employee is required to work in a sitting position while operating from the computer keyboard.
4. Must be able to use hand to finger activities, handle or feel objects, and use tools or controls.
5. The employee is occasionally required to stand, walk, stoop, or work from a bending position.
6. Must tolerate horizontal, overhead and low level reaching with both hands in performing work such as retrieving manual computer runs, and filing and handling.
7. Must handle numerous duties with both hands and fingers.
8. Must on occasions run, load, and unload forms equipment.
9. Must be able to lift information technology equipment, forms, and boxes.

TERMS OF EMPLOYMENT: 12 months per year; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____
(Incumbent)

Name (Please Print)

Employee Identification Number