

## PROGRAMMER ANALYST

Classification: Technology

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Position has primary responsibility for analyzing system requirements and developing supporting computer programs.

### **Part II: Supervision and Controls over the Work:**

Programmer/Analyst is expected to be an expert in his/her assigned responsibilities and to work with minimal direction and supervision other than priorities and major changes. Programming is to be performed consistent with professional and technical standards and practices to include program documentation. Work is evaluated based on overall performance, reliability and program efficiency and effectiveness.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Acts as an application developer (web and non-web) taking on specific projects as directed to meet the data needs of the district.
2. Work with stakeholders and end users to analyze workflow, develop program specifications and requirements, design UI, prototype and test custom applications.
3. Design and implement data structure upgrades or changes necessary to meet application requirements.
4. Provide technical recommendations for infrastructure system upgrades or changes to the Director of Technology.
5. Oversee and track backup, patching, uptime, and performance of applications infrastructure.

6. Conduct advanced troubleshooting of web based applications bugs or performance issues, working with network services staff as appropriate.
7. Evaluate new database technologies to determine fitness for inclusion in our infrastructure.
8. Database tuning, database analysis
9. Collaborate with technology staff to provide a smooth overall process flow and to ensure quality customer service.
10. Work with Student Information System Specialist when requested to extract data to assist with compiling state reports for student reporting purposes.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Associate's degree in computer science or related field plus three (3) years previous experience in application development (Additional experience and/or education may be substituted, year for year).
- Knowledge and understanding of application server platforms.
- Knowledge and experience with working with standard platforms, languages, and libraries for application development (such items could include LAMP, WAMP, PHP, PERL, HTML, IIS, Python, XML, CSS, SQL, SQL Server, SSRS, Active Directory, etc.).
- Specific experience developing database and analyzing database systems including knowledge and understanding of database tools and concepts.
- Knowledge of data warehouse data modeling methodologies.
- Experience using scripting tools to automate custom processes.
- Specific experience managing data extracts and imports between database platforms.
- Specific experience managing district applications servers, including the installation of packages and patches a plus.

- Experience developing or integrating business intelligence tools.
- Ability to work independently in a fast paced environment with frequent interruptions.

Performs such other duties as are assigned.

**Part V: Desired Qualifications:**

- Bilingual and bicultural skills.
- Specific knowledge and experience managing district-specific applications or higher environments preferred.
- Knowledge of LAMP (Linux, Apache, MySQL, PHP).
- Knowledge of SQL, SQL Server, SQL Server Report Services (SSRS).

**Part VI: Physical and Environmental Requirements:**

The physical demands and work environment 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.

- Ability to sit, stand, move around as a regular part of the job.
- Ability to lift and move equipment weighing up to fifty (50) pounds.
- Specific vision abilities include ability to read schematics, close and distant vision, color vision, and the ability to adjust focus.