JOB DESCRIPTION

Position Code: 481
Management Group: SJAA
Salary Range: 15
Work Days: 225
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San Juan
Unified School District

POSITION TITLE: Applications Architect

DEFINITION: Under general direction, enhances development operations environment; improves software integrations and streamline processes; learns core business concepts and leverage technology; provides technical advice and guidance with regard to application development; adapts solutions to meet business need; leverages legacy applications and integrate with modern applications, application architecture and design; advanced analysis of complex business issues; orchestrates different applications to work together; positive and a team player.

DIRECTLY RESPONSIBLE TO: Senior Director, Technology Services

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILTIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Evaluate SJUSD applications development needs and apply technical principles and concepts to develop business solutions.
2. Analyze procedures and data to develop logical solutions to complex applications programming problems.
3. Recommend, design, and develop complex applications and supporting hardware and software.
4. Perform complex application analysis design and development duties.
5. Evaluate application development practices and create development standards, policies, and procedures.
6. Create SJUSD application design standards.
7. Manages application project resources efficiently and effectively.
8. Determines work assignments for application project participants; monitors deadlines and ensures participants are on task to complete application project deliverables.
9. Ensures application project remains within scope of project plan.
10. Supervises, coordinates, and evaluates the performance of assigned staff.
11. Conduct meetings with customers and transform requirements into effective applications.
12. Monitor quality assurance and security procedures for business applications.
13. Ensure application design and development policies are adhered to.
14. Independently perform complex application development/programming analysis.
15. Provide detailed design and specification documentation for all applications and databases.
16. Develop and maintain database standards.
17. Assist with project management, oversight, leadership, and support.
18. Represent Information Technology at advisory and user group meetings.
19. Verify stability, interoperability, portability, security, and scalability of application architecture.
20. Install, research, test, and verify proper functioning of software updates.
21. Research new features, software, and tools.

22. Generate documentation for staff and training.
23. Create and enforce database standards and procedures.
24. Create and enforce security standards.
25. Keep up-to-date on emerging application design and database architectures, technologies, and methodologies, and attend training classes as necessary.
26. Must demonstrate attendance sufficient to complete the duties of the position as required.
27. Perform related duties similar to the above in scope and function as required
28. Performs related work as required.

QUALIFICATIONS:

Education and Experience:
Four years of extensive experience in the areas of software application design, development, and deployment of enterprise-level N-tier architecture in a Microsoft .NET framework; Equivalent to Bachelor's degree from an accredited college or university with major course work in computer science or related field. Business knowledge and expertise in Payroll, Finance, Human Resources, Time and Attendance, Bank reconciliation and reporting to federal, state and third party agencies; Experience with Cyber Security, Dev Ops, Microsoft .NET Full Stack, and T – SQL; Willing to work collaboratively & independently to find creative solutions.

Licenses and Certifications:
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:
- Knowledge of principles and practices of application testing, analysis, and security administration
- Knowledge of methods and techniques used to design, develop, test, and implement applications
- Knowledge of methods and techniques of evaluating business requirements and developing information systems solutions
- Knowledge of principles and practices of programming languages and operating systems
- Knowledge of Agile SCRUM project management
- Knowledge of methods and techniques of developing complex application technical manuals and documentation
- Knowledge of Microsoft software development best practices
- Knowledge of Microsoft .NET Framework fundamentals
- Knowledge of Visual Studio .NET Development Environments
- Knowledge of Structured Query Language (SQL)
- Knowledge of Database design and development
- Knowledge of Microsoft SQL Server 2008 and above
- Ability to program in ASP.NET
- Ability to program in C#
- Ability to program in script/program JavaScript
- Knowledge of Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS)
- Knowledge of SQL Server Integration Services (SSIS)
- Knowledge of SQL Server Reporting Services

- Ability to analyze data and situations, render judgment, make decisions and solve problems efficiently and effectively
- Ability to work collaboratively with multiple stakeholders
- Ability to multi-task
- Ability to work with a variety of data
- Ability to communicate effectively both orally and in writing with administrators and staff
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:
- Indoor office environment
- Drive a vehicle to conduct work
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).
- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with groups and on the telephone
- Recognize documents and people
- Move about school sites and district departments to conduct work
- Remain in a stationary position for extended periods of time
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions
- Concentrate under pressure to perform tasks and meet deadlines.
- Independently respond to numerous requests and deadlines; prioritize assignments.
- Meet accuracy and productivity requirements to perform the required tasks of this position

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/27/2017