School District of Bradford County

Job Description

Application Support Specialist

FLDOE Job Code: 82028 – Programmer Analyst, Administrative Technology

Qualifications:

1. Four (4) year degree or higher with course work in computer science.
2. Successful completion of training in the fundamentals of computer languages and database management.
3. Five (5) years experience in computer programming, databases and application development.

Knowledge, Skills and Abilities:

1. Ability to analyze data.
2. Ability to effectively use problem-solving skills.
3. Ability to work as part of the team with the staff or other departments.
4. Ability to identify important issues or problems in area of responsibility.
5. Ability to share ideas with others in a clear and informative manner.
6. Possesses excellent written and oral communication skills.
7. Possesses analytical skills to review information and formulate alternative solutions to problems.
8. Is knowledgeable of database structures, designs and analysis.
9. Ability to manipulate data using SQL and other programming languages.
10. Ability to remain current and adaptable to new technologies as the relate to database management.
11. Ability to plan work and effectively utilize time.
12. Is knowledgeable of Florida state database requirements.
13. Ability to monitor databases for data integrity.

Reports to: Director of Information and Technology

Job Goal: To maintain local and state required databases. To maintain the interfaces between the district's databases, software vendors and federal/state agencies. To provide leadership in maintaining data integrity throughout our systems.

Supervises: Not applicable

Performance Responsibilities:

1. Develop implementation plans for incorporating new systems, features and processes.
2. Provide data conversions where necessary to support new systems.
3. Use SQL and other programming languages to maintain database files, provide for imports and exports and create reports.
4. Work with District and School staff to ensure open communication with all stake holders in identifying needs and providing timely solutions.
5. Review logs and user profiles to maintain data security.
6. Assist in training school and district personnel in data entry techniques that maximize data integrity.

7. Help to oversee and ensure all federal and state data reporting is complete and accurate
8. Provide data analysis to support decision making.
9. Perform other duties as assigned.

Physical Requirements: Light work – Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

Administrative Salary Schedule