

CLASSIFIED JOB DESCRIPTION

SENIOR PROGRAMMER ANALYST

JOB SUMMARY:

Moves District technology goals forward by leading software development initiatives under the general direction of District Information Technology (IT) management. Defines, develops, tests, analyzes, and maintains software applications in support of District infrastructure technologies and initiatives. Collaborates closely with stakeholders and internal IT resources to determine requirements for student and business systems. Uses expert technical-level knowledge to recommend and implement architectures that are scalable, reliable, and usable. Advises and collaborates with IT systems members in infrastructure and database requirements, emergency recovery, security requirements, and integration issues as emerging technologies are integrated with existing infrastructure. Researches and documents specifications as needed throughout the software development life cycle. Trains and mentors other technical members to ensure appropriate support levels are maintained.

ESSENTIAL JOB FUNCTIONS:

- Collaborates with District stakeholders, developers, programmers, and designers in conceptualizing and development of new software programs and applications.
- Analyzes and assesses existing business systems and procedures.
- Assists in the definition, development, and documentation of software business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Assists in defining software development project plans, including scoping, scheduling, and implementation.
- Researches, identifies, analyzes, and fulfills requirements of all internal and external program users.
- Conducts research on emerging application development software products, languages, and standards in support of procurement and development efforts.
- Coordinates with vendors for efficient implementation of new software products or systems and for resolution of any data integration and adoption issues.
- Recommends, schedules, and performs software improvements and upgrades.
- Coordinates with network administrators, systems analysts, and programmers to assist in resolving problems with software products or company software systems.
- Consistently writes, translates, and codes software and applications according to specifications.
- Writes programming scripts to enhance functionality and/or performance of District applications as necessary and to integrate to third party applications using Microsoft (MS) School Data Synchronizer, APIs, SFTP or other methods.
- Develops applications in appropriate developer tools that include MS SQL, SSRS, SSIS, SSAS, and Power BI visualizations using current features and functions. Utilizes SharePoint for website intranets/portals and document storage and retrieval.
- Designs, runs, and monitors software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

- Administers critical analysis of test results and delivers solutions to problem areas.
- Generates statistics and writes reports for management and/or team members on the status of the programming process.
- Develops and maintains user manuals and guidelines.
- Trains end users to operate new or modified programs.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Familiarity with principles, practices, and techniques of general application development including programming and scripting.
- Experience with web-based technology including content management, web services, and various authentication models.
- Knowledge of reporting and dashboard development tools.
- Expertise in relational database design and access methods.
- Knowledge of systems/network administration requirements as related to software development.
- Proficiency in technical writing and specifications development.
- Competency in the theory and practice of implementing and supporting computer operating systems, application software, and other information technology systems.
- Interpersonal skills needed to foster effective and cooperative working relationships with technical support staffs at school sites.
- High school diploma or GED required.
- College degree in computer science, mathematics, or similar and five years of experience as a Programmer Analyst.
- Successful completion of fundamental IT theory and practice. Successful completion of accredited IT support training as determined by the IT Service and Support Director.
- Valid California driver's license and evidence of insurability for operation of District vehicles.
- Desired additional experience: Knowledge of MS SQL database management and administration of web applications. Knowledge of SharePoint web administration. Knowledge of SSRS and Power BI software.

Classified Salary Schedule: Range 55
BOARD APPROVED: 12/14/10
REVISION DATES: 07/01/15
09/12/18
07/17/23
08/09/2023