Job Title: **Analyst - Systems**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt

Reports to: Appropriate Supervisor or Designee

Supervises: Appropriate Staff as required

Pay Grade: Professional – 3

JOB SUMMARY

The purpose of this position is to provide for the informational needs of the District by performing advanced analytical detail work in conception, analysis, design, preparation, implementation, and maintenance of complex computer systems.

ESSENTIAL JOB FUNCTIONS

- Studies and evaluates user requests to determine the information needed to solve the given problem.
- Studies, evaluates, and documents existing systems and data flow (both manual and automated) as related to user requests.
- Monitors database performance; maintains and updates database.
- Develops methods and procedures which provide the needed information to solve the given problems to include system definition, general systems flow, general program flow, program narrative, and file requirements.
- Develops a test plan and coordinates the systems testing as required.
- Coordinates implementation of data processing systems.
- Prepares necessary manuals and training materials and develop training sessions to acquaint the users with data processing systems and equipment.
- Prepares necessary clerical, control, and operating procedures surrounding data processing systems.
- Writes and tests application software as required.
- Monitors, evaluates, and reports on assigned technology services delivered by assigned personnel to ensure that the department's performance on problem resolution remains within the parameters set in the department's service level agreements.
- Provides project management for planning, implementing, improving, and maintaining district-wide computing networks.
- Performs rollover of various data.
- Supports users, schools, District administration, and Department of Education (DOE) reporting processes in collecting, verifying, reporting, and managing student information.

- Conducts research, collaborates with colleagues, and analyzes technically and instructionally complex problems in order to effect solutions.
- Leads Student Information System Team meetings.
- Receives objectives for the department and priorities for specific projects from the Coordinator - Management Information Services.
- Performs other incidental tasks consistent with the goals and objectives of this position.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Computer Science or equivalent training and experience.
- Minimum of five (5) to ten (10) years of successful experience as a Systems Analyst or as a Programmer in a medium to large data processing complex.
- IT professional certification or equivalent as identified by the Director - Information Technology preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display thorough knowledge of operating systems, data communications software, database management systems, programming/scripting languages, and report writing.
- Requires the ability to interpret and analyze end-user needs in a logical sequence to ensure the end user experience is optimized and that the functional needs are met by the IT infrastructure.
- Requires the ability to display extensive knowledge of District procedures, policies, and data requirements.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to function successfully for long periods of time under stressful conditions.
- Requires the ability to determine the approach for work based on provided guidelines.
- Requires the ability to oversee and manage more than two employees in the organization performing similar work.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.
- Requires the ability to repair, develop, or install complex software or management information systems.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, hearing, speaking, talking, mental acuity, reaching, repetitive motion, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: