



Job Title: **Programmer Analyst**

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 – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to provide accurate and timely information required for the efficient operation of online systems and to assess school- or District-based applications and determine the best course of action to integrate the data between the different programs.

ESSENTIAL JOB FUNCTIONS

- Develops service support procedures for the efficient delivery of assigned technology services.
- Analyzes, develops, maintains, and implements computer services relating to application systems.
- Codes, tests, and debugs new web applications.
- Extracts and analyzes data.
- Consults with present and potential users of computer services to determine needs.
- Works with selected software vendors in the development of or changes to computer systems as needed.
- Ensures that all programming activities adhere to industry standards.
- Supports users, schools, District administration, and Department of Education (DOE) reporting processes in collecting, verifying, reporting, and managing student information.
- Provides project management for planning, implementing, and maintaining computer software.
- Provides support for District personnel in troubleshooting problems relating to computer applications, desktop operating systems, and network operating systems.
- Efficiently conducts research, collaborates with colleagues, and analyzes technically and instructionally complex problems in order to effect solutions.
- Maintains a library of official District graphics in various resolutions and file formats for use on the web and in printed materials.
- Communicates effectively with staff and vendors.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Demonstrates initiative in the performance of assigned responsibilities.

- Provides for a safe and secure workplace.
- Models and maintains high ethical standards.
- Follows attendance, punctuality, and proper dress rules.
- Maintains confidentiality regarding school matters.
- Maintains positive relationships with staff and vendors.
- Participates in workshops and training sessions as required.
- Prepares all required reports and maintains all appropriate records.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Computer Science, or equivalent training and experience.
- Minimum of three (3) years of successful programming experience of which a minimum of two (2) years must include application of scripting and database connectivity languages to provide browser-based access to data.
- IT professional certification or equivalent as identified by the Director – Information Technology.
- 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 a thorough knowledge of operating systems, data communications software, database management systems, programming/scripting languages, and report writing.
- Requires the ability to incorporate the complete software life cycle methodologies of analysis, design, coding, testing, implementation, and documentation.
- Requires the ability to display a possession of good interpersonal and analytical skills.
- Requires the ability to independently complete assignments.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to determine the approach to work using provided guidelines.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use small office equipment, computers, and highly technical computer applications.
- Requires the ability to repair, develop, or install computer hardware or network systems and complex software or management information systems.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, speaking, visual acuity, and walking.

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: