



**Job Title:**                **Programmer I**

## **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 – 15

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**SEP 20 2022**

DR. TIMOTHY A. SMITH, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this job is to support and facilitate data processing functions for the District.

## **ESSENTIAL JOB FUNCTIONS**

- Analyzes, develops, maintains, implements, and troubleshoots computer programs.
- Designs electronic forms to be used in place of existing forms and documents.
- Designs automated structured workflows to formalize processes using the electronic forms.
- Works with transaction processing systems as required.
- Creates and maintains programs to capture transactions, creates new information, and stores in database.
- Completes application production runs as required.
- Runs reports and create data files as required.
- Maintains documentation as required.
- Provides for all types of file organization, processing, storage, and maintenance.
- Creates test data and evaluates complete test results.
- 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 two (2) years of full-time employment in the field of computer programming.
- 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 knowledge of operating systems, data communications software, database management systems, and programming/scripting languages.
- Requires the ability to understand and use file structure concepts.
- Requires the ability to interpret and analyze end-user needs in a logical sequence.
- Requires the ability to work in a volatile environment.
- 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 for work using the guidelines provided.
- Requires the ability to perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities.
- Requires the ability to use small office equipment and computers.

**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, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

**Date of Revision: September 20, 2022**

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