



Job Title: **Programmer II**

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 – 12

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 for the informational needs of the District by assisting with advanced analytical detail work in the conception, design, and preparation of complex computer systems.

ESSENTIAL JOB FUNCTIONS

- Analyzes and designs individual program logic.
- Prepares individual program documentation.
- Provides detailed analysis of program narratives prepared by the Analyst – Systems or Programmer Analyst I.
- Develops and provide a graphic representation of each individual program within the system and its respective I/O requirements.
- Develops a written detailed description of program problems and methods of solution.
- Maintains files to include file identification, file size, record size, peripheral device, file sequence, and file history.
- Codes complex programs as required.
- Codes, debugs, and tests individual programs as required.
- Assists other personnel within the department as needed.
- Communicates effectively with staff.
- 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.
- Maintains confidentiality regarding school matters.
- Maintains positive relationships with staff.
- Participates in workshops and training sessions as required.
- Prepares all required reports and maintain all appropriate records.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Computer or Systems Science, or equivalent training and experience.
- Minimum of four (4) years of full-time employment in the field of Computer Programming.
- IT professional certification or equivalent as identified by the Director I – 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 interpret and analyze end-user needs in a logical sequence.
- 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: