Board Approved: June 15, 2016
Salary Schedule: 20; Row: 45

JOB TITLE: **PROGRAMMER ANALYST**

JOB PURPOSE STATEMENT: Under the direction and supervision of the Executive Director of Technology, perform system analysis to determine system requirements; design, code, test, modify, and implement appropriate, full stack database and software solutions (including web-based solutions) using a variety of advanced programming languages; provides technical support to system users; identifies and implements solutions to improve productive and efficient use of the District's technology infrastructure; act as a liaison with software and other vendors to resolve operational problems; review, analyze, and modify existing systems/programs as necessary, analyze business needs and identify, configure and deploy software solutions in support of both educational technology and general information technology.

JOB FUNCTIONS:

- Design and develop information technology integrations between various vendor and in-house information systems.

- Collaborate with and assist administrators and staff in the use of various systems; analyze user needs and develop effective solutions.

- Develop and maintain enhancements to the vendor-supplied and internally-developed code.

- Determine requirements for new systems and enhancements to existing systems; develop or modify and document general system design; establish multiple development, testing and productions environments and migrate approved programs as appropriate.

- Develop APIs and web services to support data sharing and integration across multiple cloud and locally hosted data systems and platforms.

- Analyze, research and repair program logic and systems; modify program logic; analyze service requests for system changes or new requirements to determine the most effective approach and the appropriate staff time required to achieve the needed modification.

JOB FUNCTIONS CONTINUED:

- Test new software technologies; report results; recommend software purchases.

- Train users on procedures and applications; provide technical assistance on the use of systems.

- Meet with users to discuss service requests, needs and operating characteristics; initiate and attend design meetings; consult with other staff members to provide technical assistance as needed.

- Diagnoses and resolves technical problems for system users

- Oversees the technical development of District websites

- Manages integration of applications with District websites

- Identifies and evaluates new technologies and their potential use within the District

- Administers web based applications, including district web servers, hosted applications, and district web site

- Maintains current knowledge of technology and industry standards and trends

- Knows District policies, rules and regulations pertaining to assigned area

- Operates computers, computer peripherals and standard office equipment

- Reads, comprehends, and applies complex instructions and technical literature

- Works effectively with minimal supervision

- Understands and follows oral and written instructions related to complex technical matters

- Communicates effectively both orally and in writing

- Works effectively under pressure in a fast-paced environment and under strict deadlines

- Makes mathematical calculations with accuracy

- Works efficiently with frequent interruptions

- Schedules and performs work to meet established timelines

- Establishes and maintains an effective working relationship with staff, students, parents, and community members

- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

- Able to communicate and obtain information in English

- Able to hear normal range verbal conversation (approximately 60 decibels)

- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds), carry (50 pounds), push/pull 50 pounds), and walk

- Able to climb slopes, stairs, steps, ramps and ladders

- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee

- Able to operate office machines and equipment in a safe and effective manner

- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent

- A bachelor's degree in computer science, information systems, or a related field. The District will also consider four (4) years of related programming/software development experience, or a combination of four years of experience and education, in lieu of a bachelor's degree.

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License

- TB Clearance

- Drug/Alcohol Clearance

- Criminal Justice Fingerprint Clearance