

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Programmer Analyst Senior (V09)	Job Family: 03
Department: Information Systems	Lane Placement: 18
Supervisor's Title: Director of Information Systems Systems and Programming Manager	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>Ron Bird</i></u>	Date: <u>12/5/16</u>
ADA Review: <u><i>Janelle Masten</i></u>	Date: <u>12-5-16</u>
Human Resource Approval: <u><i>Bob King</i></u>	Date: <u>12-2-16</u>
Superintendent Approval: <u><i>John</i></u>	Date: <u>1/5/17</u>
Original date: <u>01/07</u> Revised: <u>03/09</u> Revised: <u>11/16</u>	Revised: _____

GENERAL FUNCTION

Under general direction of the systems and programming manager, the **Programmer Analyst Senior** is responsible for providing experienced software design, debugging, development, documentation, maintenance and quality assurance for enterprise computer applications and systems. Assists manager in providing coaching, training and mentoring to programming staff.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Design, develop, debug, maintain and tune for performance the enterprise computer applications and databases as determined by project priorities set by the District administration. Applications include payroll, human resources and insurance; fixed asset auditing and tracking, general ledger accounting, online purchasing and warehouse inventory, accounts payable, student demographic, scheduling, fees, grading, attendance and testing data management systems.
- Design, develop and maintain complex computer systems and reporting systems to support schools in data-driven decision making.
- Develop computer programs to ensure complete data integrity and oversee the production and submission of reports to meet state/federal mandates and requirements.
- Assist in recommending, setting and implementing standards and formulating programming work rules and procedures by following production and quality standards.
- Establish/maintain standards for system design, programming, and system operations.
- Verify program operation by performing functionality, integration, performance and system testing of the products, user interface and underlying core software components.
- Develop recommendations for computer application and system-level software change management and release control procedures.
- Enhance programming staff competence through fostering teamwork; mentoring, training and coaching team members; answering technical and procedural questions for less experienced team members; teaching improved process and facilitating cooperative project programming.
- Develop, maintain and oversee the management of technical documentation in support of computer applications, server system configuration/management and other critical systems.
- Analyze user needs and develop recommendations in determining training needs, process changes, programming development and/or maintenance projects and priorities, along with other technology related needs expressed by user requests.
- Build programming project estimates using existing resources.
- Perform system administration including installation, configuration, performance monitoring and systems tuning for UNIX/Linux, Windows and OSX enterprise server farms and

desktops, VMWare environment infrastructure, web servers, large scale SAN implementation and supportive infrastructures.

- Perform database administration including analysis, definition of data entry relationships, data flow diagramming, data security, optimum value calculations for database parameters, data dictionary development and database rebuild/reorganization.
- Monitor database performance and recommend/implement appropriate tuning changes and configurations.
- Apply advanced technical logic and problem solving skills in troubleshooting and resolving incidents across a broad range of computer applications and server systems.
- Design, implement and test application and server system security including hardening of systems, penetration testing and intrusion detection.
- Develop and manage business continuation/disaster recovery, including backup scheduling, continuity and contingency planning and evaluation.
- Provide input into both short and long term technology planning efforts for the District.
- Assist the District Administration in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Assist the manager in providing coaching, training and mentoring to programming staff.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Serve as back up to the manager.
- Other duties as assigned.
- Travel to schools and other District sites.
- Requires periodic late night or weekend work to meet work priorities.
- Assist the user support team in accomplishing their assigned tasks (e.g. needs assessment, prototyping, documentation, and training).
- Maintain professional competence by reviewing appropriate literature and participating in appropriate organizations.
- Establish strategic vendor relationships and contact in support of computer applications and server systems.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in computer science, software engineering, information management or related field plus five years of work related experience with increasing levels of responsibility with demonstrated competence or an equivalent combination of education and experience.
- Requires knowledge of and working experience with current operating systems, programming languages and associated contemporary databases; as well as server administration and management.
- Requires experience with a fourth generation language, relational database and contemporary programming languages.

- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Experience with K-12 administrative applications is preferred.
- Requires extensive knowledge of UNIX/Linux, Windows and OSX environments.
- Must demonstrate competence in reading, writing and advanced mathematical principles and logic skills.
- Requires knowledge of industry-standard programming methodologies, advanced programming techniques and database management concepts.
- Requires the ability to independently work through highly complex technical troubleshooting processes.
- Requires effective interpersonal skills and ability to work with others to support the concept of teamwork and customer service. Has significant interaction with personnel representing all aspects of the department, District administrators, principals, school/office staffs, State agencies and the vendor community.
- Ability to analyze and understand end-user needs (groups and individuals) and conduct computer systems training as needed.
- Ability to design, develop, de-bug and successfully implement computer application systems.
- Requires extensive knowledge of operating systems currently in use as well as server administration and management.
- Ability to develop general business knowledge of K-12 public education.
- Ability to determine how to effectively address multiple priorities at one time.
- Ability to handle unusual software and hardware problems and to meet deadlines.
- Ability to work well with frequent interruptions.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines.
- Computer hardware and software and related equipment.

Physical Requirements – Not limited to the following:

- Continuous sitting and keyboarding/mousing.
- Occasional driving a personal vehicle. Occasional walking and/or standing. Occasional lifting up to 50 pounds.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*