

## JOB DESCRIPTION

TITLE PROGRAMMER/ANALYST

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Computer Science or related field or Associate/Technical degree with related work experience. Three (3) years experience in a complex computer environment which provides the required knowledge, skills and abilities for this position. Knowledge and skills in software development and maintenance.
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.), in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee

shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**Work Environment**      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals will experience moderate noise levels (examples: business office with computers and printers, light traffic) and a minimal risk of electrical shock, radiation and vibration.

**REPORTS TO**              Assigned Supervisor

#### **GENERAL RESPONSIBILITIES**

1. Perform and direct major functions related to the implementation of the district computerized data system to design, program, and implement computer application systems and subsystems.

#### **SPECIFIC RESPONSIBILITIES**

1. Writes program specifications for programming.
2. Translates functional descriptions into coded computer instructions.
3. Develops file designs and print formats.
4. Develops test data and procedures; test systems.
5. Assists the training staff in training users in the use of systems, where appropriate.
6. Performs maintenance on existing systems to meet user needs.
7. Tests and debugs software.
8. Writes program and operations documentation.
9. Participates with senior personnel in program design activities.
10. Troubleshoots application user problems.
11. Provides on call support for computer application software.
12. Provides technical assistance to and trains computer programmers.
13. Performs other duties as assigned.