

## JOB DESCRIPTION

TITLE SENIOR SYSTEMS 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 with an emphasis in Computer Science or related discipline or comparable combination of education and experience. Five (5) years experience as a systems analyst in a complex computer environment utilizing mainframe and midrange computer systems. Knowledge and skills in software development, software maintenance, systems analysis, project management, staff supervision and staff development.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public.
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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and/or 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. Employee is required to use a computer keyboard for

extended periods of time. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**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. The noise level in the work environment is usually moderate.

**REPORTS TO**              Coordinator, Administrative Technology

### GENERAL RESPONSIBILITIES

1. Manages the overall analysis, design, programming specification, documentation, programming, implementation and maintenance for software systems.
2. Coordinates and leads the activities of project team (system analysts, programmers, user support staff, computer operations, and end users) for the most complex systems development projects.
3. Supervises project team staff and is responsible for staff assignments, annual evaluations and staff development.

### SPECIFIC RESPONSIBILITIES

1. Conducts systems analysis for proposed new software systems.
2. Analyzes user requirements, procedures and problems to automate and improve existing systems.
3. Directs the activities of junior staff, including programmers, programmer analysts, and systems analysts.
4. Acts as project leader on major software projects and delegates program coding and systems analysis tasks to other project members.
5. Serves as database analyst for those database files used in the software systems for which they are responsible.
6. Coordinates testing, documentation and end user support with the Manager of User Support.
7. Coordinates new forms design, job scheduling and backup procedures with the Coordinator of Operations.

8. Coordinates training of end users with the Manager of User Support and the Technology Trainer.
9. Develops system access and security procedures for database systems and coordinates the implementation of same with the Coordinator, Administrative Technology and other appropriate staff.
10. Participates in program coding as required, and as assigned, when working as a team member on software development projects.
11. On an emergency basis, remains on call to assist in resolving critical problems affecting the operation of the system.
12. Assists in hardware/software analysis and purchasing of commercially available software.
13. Develops and maintains Standard Operating Procedures to support application software.
14. Develops and maintains Disaster Recovery emergency procedures when required.
15. Provides end-user technical support.
16. Attends meetings with users, administrators, and senior staff as requested.
17. Performs other duties as assigned.