

## **JOB DESCRIPTION**

### **TITLE: SENIOR SYSTEMS ANALYST, DATA WAREHOUSE**

#### **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 computer science, engineering, mathematics, or related field and four (4) years experience as a programmer in a complex computer environment utilizing. Must have advanced knowledge and experiences in SQL, VB/C#.NET, JAVA scripts, and XML. Experience is using Microsoft Visual Studio is required.
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	Director of Assessment and Data Management

**GENERAL RESPONSIBILITIES**

1. Assists the Director of Assessment and Data Management in managing the Accountability Data Warehouse.
2. Coordinates data processing projects involving systems design and/or modification.
3. Assists the Director of Assessment and Data Management in the planning for upgrading of hardware and software systems related to the Accountability Data Warehouse.
4. Assists the Director of Assessment and Data Management in selection of application and utility software.
5. Assists the Director of Assessment and Data Management in monitoring and evaluation of district programs using the Accountability Data Warehouse.

**SPECIFIC RESPONSIBILITIES**

1. Provides efficient and secure Accountability Data Warehouse data processing systems and services to meet organizational needs.
2. Assists in short- and long-range planning for data processing services.
3. Coordinates and supervises (with the Director of Assessment and Data Management) projects which are designed to improve the level of automation in school and district offices.
4. Plans and manages the Accountability Data Warehouse data processing services that will maximize the utility of data for instructional decision-making.

5. Manages Accountability Data Warehouse data processing projects, resource utilization, and production performance.
6. Coordinates Accountability Data Warehouse data processing services with all other functions of the school systems.
7. Consult and collaborate with the Division of Curriculum and Instructional Services in the design, training, implementation and evaluation of instructional programs requiring performance data.
8. Provides technical assistance to support the district's planning process.
9. Assesses proposed systems and recommends appropriate action.
10. Provides technical assistance to district staff, particularly the Division of Curriculum and Instructional Services staff.
11. Develops and maintains site standards for Accountability Data Warehouse system operations, applications programming, disaster recovery, file and disk management, daily backups and all other operational aspects of the data processing environment related to the Accountability Data Warehouse.
12. Evaluates Accountability Data Warehouse service requests, identifies the impact on current and planned resources and takes appropriate action.
13. Develops administrative policies and guidelines for assigned areas of responsibility.
14. Prepares all required reports and maintains appropriate records.
15. Performs other duties as assigned.