

TITLE: Systems Analyst – Client Server Development

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science or a related field from an accredited institution, or graduation from a certified or technical program. Six years of experience in programming and systems analysis of complex computer application systems in a Client/Server environment.
Or
Ten years of experience programming and systems analysis of complex computer application systems in a Client/Server systems environment.
Or
Such alternatives to the above qualification as the Board finds appropriate.
2. Knowledge of advanced principles and practices of computer science, Client/Server systems and networks.
3. Knowledge of methods and techniques of evaluating business requirements, system analysis, design and development of efficient and effective information systems solutions across multiple operating platforms.
4. Knowledge of advanced principles and practices of relational database design, programming and administration.
5. Knowledge of advanced principals and practices of project management, planning, training and lead supervision.
6. Knowledge of advanced principals and practices of preparing program specifications and developing testing procedures.
7. Knowledge of methods and techniques of developing application technical user manuals and documentation.
8. Knowledge of pertinent Federal, State and local laws, codes and regulations

REPORTS TO: Assistant Director

SUPERVISES: Programmer Analyst – Web Application Development

JOB GOAL: To assist the Director and Assistant Director in providing efficient and effective automated computer application systems to all district personnel and departments.

ESSENTIAL FUNCTIONS:

1. Provides advanced level technical support. Areas of responsibility include the evaluation, design, analysis, development, testing, implementation, documentation and maintenance of computer applications systems across multiple platforms and technologies.
2. Serves as a project coordinator for new computer applications or major system redesign; in conjunction with project team members, analyzes system requirements and recommends technology solutions.
3. Performs comprehensive systems analysis to design and develop new systems and enhancements to current systems; consults, confers and coordinates activities with users, staff from various departments, outside agencies and vendors to define or resolve computer application operational and procedural requirements; analyzes problems and recommends technology solutions.
4. Creates program specifications, reports and forms for new or revised Client/Server systems for the programmer analyst; leads and reviews the work of project staff.
5. Designs, programs and administers relational databases.
6. Troubleshoots, analyzes and solves software related problems quickly and accurately.
7. Analyzes data and creates queries and ad hoc reports.
8. Develops and oversees testing plans and quality assurance duties.
9. Develops and maintains system documentation and user instruction manuals; assists and trains users in applicable software applications; assists users in the development of procedural manuals.
10. Trains assigned project staff in their areas of work including system design, development and programming methods, procedures and techniques.
11. Schedules and attends staff meetings; may serve on committees and task forces.
12. Communicates clearly and concisely, both orally and in writing.
13. Stays abreast of new trends and innovations in the field of information technology.
14. Aligns work with the school district's strategic goals and adheres to established district and departmental policies and procedures, objectives and quality initiatives.
15. Performs other incidental tasks consistent with the goals and objectives of this position.

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

PHYSICAL REQUIREMENTS:

Frequent repetitive motion for operation of a keyboard and a mouse. Frequent sitting, standing or walking for long periods. Frequent reading/writing close-up work. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of supervisory/technical personnel.

Adopted: 10-06-04