Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Programmer Analyst (V08)**	Job Family: 03
Department: Information Systems	Lane Placement: **15**
Supervisor's Title: Director of Information Systems Systems and Programming Manager	Contract: 245 Days
FLSA Classification: _____Non-Exempt_____	Hours per Day: 8
Department Approval: _Ron Bird_____	Date: _12/5/16_
ADA Review: _Pamela Master_____	Date: _12-5-16_
Human Resource Approval: _____	Date: _12-2-16_
Superintendent Approval: _____	Date: _1/5/17_

Original date: 11/88 Revised: 09/93 Revised: 03/97 Revised: 03/09 Revised: 11/16

GENERAL FUNCTION
Under the supervision of the systems and programming manager, the **Programmer Analyst** is responsible for analysis, design, development, testing, implementation and maintenance of computer applications and systems. Applications include business systems, administrative student systems, instructional systems, server system administration and office systems.

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

ESSENTIAL FUNCTIONS
- Analyze, design, develop, test, debug, implement and maintain computer applications and systems. Applications include business systems, administrative student systems, instructional systems, server system administration and office systems.
- Design, develop and maintain complex computer systems and reporting systems to support schools in data-driven decision making.
- Implement programming standards by following production, productivity, documentation, quality and customer service standards.
- Verify system/program operation by performing functionality, data integrity, integration and system testing.
- 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.
- Perform complex data analysis by utilizing advanced programming, interpret data, analyze trends and make recommendations.
- 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 and supportive infrastructures.
- Perform database administration including analysis, definition of data entry relationships, data flow diagramming (UML modeling), data security, optimum value calculations for database parameters, data dictionary development and database rebuild/reorganization.
- 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 user support team in accomplishing their assigned tasks (e.g. needs assessment, prototyping, documentation, and training) and serve as a back-up if needed.

- Provide input into setting standards and formulating programming work rules and procedures.
- Assist the manager in providing coaching, training and mentoring to programming staff.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS
- Other duties as assigned.
- Travel to schools and other District sites.
- Requires periodic late night or weekend work to meet work priorities.
- Maintain professional competence by reviewing appropriate literature and participating in appropriate organizations/training.

- 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 two years of work related experience 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 a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Experience with a fourth generation language, relational database and contemporary programming languages preferred.
- Experience with K-12 administrative applications is preferred.
- Requires 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 programs using industry-standard programming methodologies.
- Requires broad knowledge of operating systems and contemporary programming languages currently in use as well as server administration and management.

- o Ability to determine how to effectively address multiple priorities at one time.
- o Ability to handle unusual software problems and work through complex troubleshooting processes within established deadlines.
- o Ability to work well with frequent interruptions.
- o 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:
- o Standard office equipment and machines.
- o Computer hardware and software and related equipment.

Physical Requirements – Not limited to the following:
- o Continuous sitting and keyboarding/mousing.
- o Occasional driving a personal vehicle. Occasional walking and/or standing. Occasional lifting up to 50 pounds.

- o Occasional (0-33%)   Frequent (34-66%)   Constant (66-100%)
- o Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- o 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.*