Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Programmer Assistant (O05)**   Job Family: 03

Department: Information Systems   Lane Placement: **10**

Supervisor's Title: Director of Information Systems   Non-Contract Position
                        Systems & Programming Manager

FLSA Classification:_____Non-Exempt_____   Hours per Day: 17 Hours/Wk

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:__03/87___ Revised:__12/93___ Revised:__03/09___ Revised:__11/16__

GENERAL FUNCTION
Under the direction of the systems and programming manager, the **Programmer Assistant** assists with the support and maintenance of computer application systems. Also assists with system administration, security and deployment of hardware and software systems.

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

ESSENTIAL FUNCTIONS
- Assist with the support and maintenance of computer application systems.
- Assist with system administration, security and deployment of hardware and software systems, as needed. Utilize database utilities and tools to accomplish tasks.
- Assist with designing, developing and maintaining computer and reporting systems.
- Analyze, update, maintain and upload data for District and state reporting requirements.
- Analyze, review and/or change programs to adapt to changes in requirements or equipment configurations.
- Perform basic system administration and security management tasks.
- Implement programming standards by following production, productivity, documentation, quality and customer service standards.
- Assist with verifying system/program operation by conducting functionality, data integrity, integration and system testing.
- Assist with analyzing and resolving computer software problems or user needs including providing follow up instruction and direction and/or outline recommended procedures to the user support team.
- Analyze, review, and/or change programs to adapt to changes in requirements or equipment configurations.
- Assist with the installation, configuration, maintenance and tuning of enterprise-level administrative and instructional systems.
- May perform one or more of the following functions as assigned (e.g. provide assistance to employees in the operation of computer systems; assist with the setup, configuration and installation of computer workstations and servers; etc.)
- Prepare documentation required to support job assignments or for end-user training.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- 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 one year of formal training of computer science specialization plus six months work related experience with demonstrated competence or an equivalent combination of education and experience
- Requires concurrent enrollment in post high school computer science program or equivalent.
- District training is required.
- Must demonstrate competence in reading, writing and math.
- Requires skill in using the UNIX/Linux, Windows, OSX Operating Systems and the contemporary programming languages currently in use.
- Requires diagnostic and problem solving skills.
- Requires ability to interface hardware and software.
- 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:
- Standard office equipment and machines.
- Computer hardware and software and related equipment.

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

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