SCHOOL DISTRICT OF ALACHUA COUNTY

ANALYST I -- PROGRAMMER

JOB DESCRIPTION

FLSA:	Exempt	**BARGAINING UNIT ELIGIBILITY:**	Yes
PAY GRADE:	28	**SALARY SCHEDULE:**	Education Support Professionals

QUALIFICATIONS:

(1) Associate's Degree in Data Sciences from an approved accredited educational institution with course work in current computer languages.
(2) Minimum of two (2) years successful recent experience in computer programming with practical experience developing and modifying computer programs; or
(3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current programming languages, Windows programming, Web development, database design and development using Structured Query Language (SQL). Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to troubleshoot problems and implement corrective action. Ability to establish and maintain effective working relationships with district and school staff. Ability to organize and prioritize activities. Ability to communicate effectively orally and in writing. Ability to provide leadership and training assistance to assigned personnel. Skill in handling constituent's problems with sensitivity and tact.

REPORTS TO:

Analyst, System /Project Leader

JOB GOAL

To develop, implement and support computer applications to serve the information requirements of the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Participate in the development of new systems and enhancements to current systems to facilitate communication and understanding of user needs.
*(2) Design, develop and maintain system documentation, system flow charts, instructional manuals, logic diagrams, etc.
*(3) Troubleshoot and solve user problems by phone or on site.
*(4) Write computer programs, as assigned.
*(5) Assist junior level analysts, programmers, and trainees in the development of programming skills.
*(6) Serve on school/district committees as required or appropriate.
*(7) Adhere to applicable safety standards.
*(8) Attend all staff meetings and workshops.

ANALYST I -- PROGRAMMER (Continued)

*(9)   Assist with maintaining a clean and orderly environment.
*(10)   Be knowledgeable of and adhere to Board policies and departmental procedures.
*(11)   Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
*(12)   Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(13)   Demonstrate initiative in the performance of assigned responsibilities.
*(14)   Demonstrate support for the school district and its goals and priorities.
*(15)   Exhibit interpersonal skills to work as an effective team member.
*(16)   Follow attendance, punctuality and proper dress rules.
*(17)   Maintain confidentiality regarding school/workplace matters.
*(18)   Maintain expertise in assigned area.
*(19)   Manage time efficiently.
*(20)   Model and maintain high ethical standards.
*(21)   Participate in cross-training activities as required.
*(22)   Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(23)   Prepare all required reports and maintain updated and accurate records.
*(24)   Represent the District in a positive and professional manner.
*(25)   Respond to inquiries and concerns in a timely manner.
 (26)   Perform other duties as assigned.

Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:
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:
- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 07

Adopted 8/2/11