

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

ANALYST, SYSTEMS/PROJECT LEADER

JOB DESCRIPTION

JOB CODE: 650200, 820200 **BARGAINING UNIT ELIGIBILITY:** No
FLSA: Exempt **PAY GRADE:** 31
SALARY SCHEDULE: Professional/Technical

QUALIFICATIONS:

- (1) Minimum 30 hours course work at college or university level in the areas of computer programming, systems analysis and design and software development.
- (2) Minimum of seven (7) years recent experience in data processing, five (5) of which were in an analytical capacity.
- (3) Practical experience must include problem analysis, program design and implementation and documentation.
- (4) Equivalent experience may be substituted for educational requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of current programming language, Windows programming, Web development, database design and development using Structured Query Language (SQL).

REPORTS TO:

Officer, Chief -- Technology and Information Services

JOB GOAL

To provide leadership and assume responsibility for team projects including problem analysis and definition, system design and development, supervision and scheduling of project personnel, implementation and status reporting to both user departments and management.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Ensure that departmental standards are met by the activities or project personnel.
- *(2) Maintain a phased (proposal, definition, general design, etc.) project development schedule.
- *(3) Serve as the interface between the project team, user departments, and management by scheduling and conducting meetings, fielding user inquiries and delivering responses, and reporting project status.
- *(4) Produce system design recommendations detailing system structure and function, hardware and software requirements, User/Data Center responsibilities and make formal presentations of same.

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- * (5) Take a leadership role in the design and programming of the systems pertinent to the team and procedures affecting those systems.
- * (6) Develop and execute a system test plan consisting of unit, integration, and parallel tests.
- * (7) Coordinate with others to resolve problems related to the development of the system.
- * (8) Develop, schedule, and execute a system evaluation plan after implementation.
- * (9) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (10) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (11) Be knowledgeable of and adhere to Board policies.
- * (12) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (13) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (14) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (15) Monitor district compliance with applicable codes, rules and statutes.
- * (16) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (18) Attend meetings and conferences to promote professional growth and benefit the District.
- * (19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (20) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (21) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (22) Communicate effectively with staff members, administrators and other contact persons using tact and good judgment.
- * (23) Respond to inquiries and concerns in a timely manner.
- * (24) Model and maintain high ethical standards.
- * (25) Adhere to applicable safety standards.
- * (26) Follow attendance, punctuality and proper dress rules.
- * (27) Maintain confidentiality regarding school/workplace matters.
- * (28) Serve on school/district committees as required or appropriate.
- (29) 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.

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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: 7/20/10

Revised: 6/18/19