

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SENIOR PROGRAMMER ANALYST

BASIC FUNCTION:

Under the direction of the Information Systems Supervisor, analyze, design and write complex application programs to enhance the District's business and student information systems applications; analyze and recommend solutions to problems identified by users; review existing systems and procedures, organizational work flow, requirements feasibility studies and systems integration compatibility.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyze, design and write complex application programs to enhance the District's business information systems applications; design specifications for programs to assure compliance with system requirements and user needs.

Support web-based and client/server application implementations including data conversion, customization and on-going maintenance.

Design and implement new systems based on user requirements; consult with users to provide technical support, determine systems and program requirements and objectives; develop complex systems in response to feedback from District personnel.

Coordinate communication and activities between the Information Technology Department and users departments to review and analyze requests and services; meet with user departments to determine modifications of existing programs and development of new applications .

Analyze requirements and modify systems to optimize business applications; write complex software routings and customize existing server-based system.

Troubleshoot, identify, evaluate and resolve system and program problems.

Design systems following established department formats and guidelines; serve as system administrator for UNIX hardware and related databases.

Serve as database coordinator and analyze data needs for the entire District; establish and maintain database definitions, data relationships and data integrity and evaluate vendor software.

Write program documentation and procedural instructions to assist District personnel in using systems effectively.

Communicate with project consultants, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Develop and write project proposals and project plans; make recommendations on priorities, projects and tasks.

Analyze, recommend, install and support software to integrate with desktop applications.

Monitor business systems usage and performance utilizing a variety of software development and utility software tools.

Utilize microcomputer-based applications to retrieve data from server-based systems; build microcomputer databases; perform complex queries of data and produce output to various levels.

Provide technical direction and guidance to programmers assigned to projects; provide support, assistance and information to users; provide user training on system operations as necessary.

Assist users with operating systems and related applications; provide training to District personnel in proper use of computer systems and programs; respond to inquiries and provide technical information and consultation; refer major computer issues to appropriate personnel.

Operate computers and assigned software; operate a variety of office equipment including a phone, copy machine and other equipment; drive a vehicle to conduct work as required.

Prepare and maintain a variety of records and reports related to assigned activities.

Write operation procedures and documentation for computer systems and applications.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of advanced systems analysis, design and programming.
Programming applications, including C/C++, HTML, ASP, VBScript, Php and Java.
Relational database applications including Microsoft SQL and Oracle, SUN Solaris and UNIX.
Development applications for strict CPU and network performance requirements.
Production of a commercially released application.
Project and program planning techniques and control.
Capabilities, operation and utilization of computer systems and related equipment.
Advanced systems and procedures analysis and development.
Applicable computer language and software product evaluation.
Technical aspects of field of specialty.
Techniques of testing and debugging computer programs.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills

ABILITY TO:

Analyze, design and write complex application programs to enhance the District's business and student information system operations.
Write applications in a variety of Windows based languages, including C/C++, HTML, ASP, VBScript, Php and Java.

Analyze and recommend solutions to problems identified by users.
Study existing systems and procedures, organizational work flow.
Requirements feasibility studies and systems integration compatibility.
Develop applications in strict CPU and network performance requirements.
Test and de-bug programs for accuracy and reliability.
Interact with technical and non-technical users.
Program code, test and maintain District computer systems and programs.
Review, analyze and modify existing systems and programs as required.
Design, develop and implement new web-based systems applications as appropriate.
Provide technical assistance to computer systems users.
Meet schedules and time lines.
Work independently with little direction.
Communicate both orally and in writing to all levels of the organization.
Establish and maintain cooperative and effective working relationships with others.
Provide technical assistance to computer systems users.
Detect errors in data and program structure, logic and coding.
Maintain records and prepare reports.
Understand and follow oral and written instructions.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer programming or related area and three years increasingly responsible programming experience in C/C++, HTML, ASP, VBScript, Php and Java including at least one year developing and integrating web-based systems including integration and analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to reach computer equipment.
Seeing to view a computer monitor.