

Sweetwater Union High School District

SENIOR PROGRAMMER ANALYST

Purpose Statement

Under the direction of an assigned manager and/or supervisor, analyzes, designs and writes complex application solutions to enhance the District's student information systems and other enterprise applications; analyzes and recommends solutions to problems identified by users; reviews existing systems and procedures, organizational work flow, requirements feasibility studies and systems integration compatibility.

Essential Functions

- Analyzes, designs and writes complex application solutions to enhance the District's student information systems and other enterprise applications; designs specifications for programs to assure compliance with system requirements and user needs.
- Designs, develops, and implements new system applications as appropriate; revises programs as necessary to assure adaptation with existing computer systems.
- Designs, installs, upgrades, and configures software applications to enhance and assure smooth operation of assigned computer systems.
- Supports online applications, such as web-based and client/server application implementation, data conversion, customization and on-going maintenance.
- Designs and implements new systems based on user requirements; consults with users to provide technical support, determines systems and program requirements and objectives.
- Coordinates communication and activities between the Information Technology Department and users' departments to review and analyze requests and services; meets with users' departments to determine modifications of existing programs and/or develop new applications.
- Analyzes requirements and modifies systems to optimize business applications; writes complex software routings and customizes existing server-based system.
- Troubleshoots, identifies, evaluates and resolves system and program problems.
- Designs systems following established department formats and guidelines.
- Coordinates and analyzes data needs for District wide; establishes and maintains database definitions, data relationships and data integrity, and evaluates vendor software.
- Communicates with District personnel, outside agencies, and project consultants to exchange information regarding priorities, projects and tasks, coordinate activities, and resolve issues or concerns.
- Analyzes, recommends, installs and supports software to integrate with desktop applications.
- Monitors business systems usage and performance utilizing a variety of software development and utility software tools.
- Utilizes applications and software/hardware tools to retrieve data from systems (such as from server-based systems and other district-wide application systems); builds databases (or as-needed repositories); performs complex queries of data and produces output to various levels.
- Provides technical direction and guidance to programmers assigned to projects; provides support, assistance and information to users; provides user training on system operations as necessary.
- Assists users with operating systems and related applications; provides training to District personnel in proper use of computer systems and programs; responds to inquiries and provide technical information and consultation; refers major computer issues to appropriate personnel. Tests application software to ensure the product matches defined requirements and expected functionality.
- Prepares and maintains a variety of records and reports related to assigned activities.

Other Functions:

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating computers and peripheral equipment; oral and written communication skills for record-keeping and report preparation; interpersonal skills using tact, patience and courtesy.

KNOWLEDGE is required to perform advanced math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: principles and techniques of advanced systems analysis, design and programming; current industry standard programming applications; project and program planning techniques and control; advanced systems and procedures analysis and development, applicable computer language and software product evaluation; relational database applications including MS SQL and Oracle: reporting tools such as Crystal Reports, Report Builder, and Visual Studio; applicable enterprise applications, utilities, and programs used within the District; principles and techniques of systems analysis; testing and debugging computer program techniques.

ABILITY is required to analyze, design, and write complex application programs; write applications in a variety of current industry standard applications; study existing systems and procedures and organizational work flow to identify and recommend solutions for users; complete feasibility studies as well as ensure systems integration compatibility. Flexibility is required to work independently with little direction; complete work within established schedules and time lines and with frequent interruptions; collaborate with technical and non-technical users in a wide variety of circumstances; communicate effectively orally and in writing; establish and maintain cooperative and effective working relationships with others.

Working Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job's functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; crouch; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

Education/Experience

Any combination equivalent to college degree in computer programming or related field and a minimum of three (3) years of increasingly responsible programming experience in current industry standard applications including at least one (1) year developing and integrating web-based systems including integration and analysis.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

Office-Technical Job Description

Adopted by BOT 04/21/03

Revised 12/11/17

Salary Range 75