

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

PROGRAMMER ANALYST I

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer or Systems Science, or equivalent training and experience.
- (2) Minimum of six (6) years of successful programming experience of which a minimum of two (2) years must include mainframe online programming experience.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of COBOL, JCL, VSAM, MVS and CICS software products. General PC knowledge. Ability to incorporate the complete software life cycle methodologies of analysis, design, coding, testing, implementation and documentation. Possess good interpersonal and analytical skills. Ability to independently complete assignments. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Analyst – Systems

JOB GOAL

To provide accurate and timely information required for the efficient operation of online and batch computer systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist programmers in coding and debugging complicated and complex programs.
- * (2) Analyze, develop, maintain and implement computer services relating to application systems.
- * (3) Evaluate and prioritize requests for computer services.
- * (4) Consult with present and potential users of computer services to determine needs.

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- * (5) Work with selected software vendors in the development of or changes to computer systems as needed.
- * (6) Ensure that all programming activities adhere to installation standards.
- * (7) Perform testing of all system components as required.
- * (8) Write and test applications software as required.

Inter / Intra-Agency Communication and Delivery

- * (9) Communicate effectively with staff and vendors.
- * (10) Keep supervisor informed of potential problems or unusual events.
- * (11) Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

- * (12) Demonstrate initiative in the performance of assigned responsibilities.
- * (13) Provide for a safe and secure workplace.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.
- * (17) Maintain positive relationships with staff and vendors.
- * (18) Participate in workshops and training sessions as required.

System Support

- * (19) Prepare all required reports and maintain all appropriate records.
- * (20) Follow all School Board policies, rules and regulations.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Demonstrate support for the School District and its goals and priorities.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 07

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 10

PROGRAMMER ANALYST I (Continued)

Date of Board Approval: August 21, 2001

Date of Revision: April 21, 2009