

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

PROGRAMMER II

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer Science or other closely related field, or equivalent experience.
- (2) Minimum of two (2) years of full-time employment in the field of computer programming.
- (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:

Working knowledge of mainframe. Skilled in COBOL, JCL in MVS environment. Ability to understand and use file structure concepts. Ability to perform file maintenance and manipulation with mainframe files such as VSAM. Ability to apply and understand the software life cycle methodologies. Knowledge of logic flow and interface of multiple programs. Ability to work in a volatile environment. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Analyst – Systems

JOB GOAL

To support and facilitate data processing functions for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Analyze, develop, maintain, implement and troubleshoot computer programs.
- * (2) Work with transaction processing systems as required.
- * (3) Create and maintain programs to capture transactions, create new information and store in database.
- * (4) Support personal computer products for human resource processing, to include risk management software and dental software.
- * (5) Complete application production runs as required.
- * (6) Run reports and create data files as required.

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- * (7) Maintain documentation as required.
- * (8) Provide for all types of file organization, processing, storage and maintenance.
- * (9) Create test data and evaluate complete test results.

Inter / Intra-Agency Communication and Delivery

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

Employee Qualities / Responsibilities

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

System Support

- *(20) Prepare all required reports and maintain all appropriate records.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) 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 15

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Date of Board Approval: October 21, 2001

Date of Revision: April 21, 2009