

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

PROGRAMMER I

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer Science, Mathematics, Accounting or Business Administration.
- (2) Minimum of six (6) years of full-time employment in the field of Computer Programming.
- (3) Graduate study leading to an advanced degree will substitute for two (2) of the six (6) years of required related experience.
- (4) 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 operating systems, data communications software, database management systems and local area network operating systems. Knowledge of all District applications and their design and relationship to each other. Ability to interpret and analyze end-user needs in a logical sequence. Extensive knowledge of District procedures, policies and data requirements. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Analyst – Systems

JOB GOAL

To provide for the informational needs of the District by assisting with advanced analytical detail work in the conception, design and preparation of complex computer systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Design individual program logic.
- * (2) Prepare individual program documentation.
- * (3) Provide detailed analysis of program narratives prepared by the Analyst – Systems or Programmer Analyst I.

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- * (4) Develop and provide a graphic representation of each individual program within the system and its respective I/O requirements.
- * (5) Develop a written detailed description of program problems and methods of solution.
- * (6) Maintain files to include file identification, file size, record size, block size, peripheral device, file sequence and file history.
- * (7) Code complex programs as required.
- * (8) Code, debug and test individual programs as required.
- * (9) Assist other personnel within the department as needed.

Inter / Intra-Agency Communication and Delivery

- * (10) Communicate effectively with staff.
- * (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.
- * (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 12

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Date of Board Approval: August 21, 2001

Date of Revision: April 21, 2009