

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SENIOR SYSTEMS PROGRAMMER

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer Science and a minimum of five (5) years experience in a systems programmer position responsible for an OS/390 System Managed Storage installation.
- (2) Minimum of ten (10) years systems design and programming at the Senior Systems Analyst level with application and Enterprise Systems Operating System software.
- (3) Possess a Certified Systems Professional Certification or a Certificate in Data Processing.
- (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:

Ability to implement, tune, diagnose and apply maintenance to IBM operating system, database and data communication products. Possess good oral and written communication skills with emphasis in providing skills transfer on technical subjects to the receiver of the skill at his / her level. Possess a strong systems communication background implementing SNA, OS/390, TCP / IP and Token-Ring / Ethernet protocols and topologies. Knowledge of personal computers utilizing DOS, Windows, OS/2 and AIX.

REPORTS TO:

Manager I - Systems, Communications and Operations

JOB GOAL

To provide for the installation and management of Enterprise Systems Operating System software, third party software and tuning to ensure responsive service levels to the online customer community, development staff and the production operations staff.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

SENIOR SYSTEMS PROGRAMMER (Continued)

- * (1) Install, customize, test, apply maintenance, document operation and tune OS/390 Operating System software components.
- * (2) Analyze, design, code and debug assembler language; such as, exits for software diagnosis and utility functions.
- * (3) Provide a documented approach to software installation, testing and support.
- * (4) Provide proactive skills for system backup / recovery procedures.

- * (5) Perform software problem determination and work with IBM support structure to resolve problems quickly and with minimum impact.
- * (6) Evaluate, install and test additional program development and system management tools.
- * (7) Support daily activities of the information systems applications, operations and systems support teams as well as District customers involving Enterprise System computers and communication equipment.
- * (8) Assist in maintaining logs to provide the operations area with the ability to detect all errors caused by machines, operators or programs.
- * (9) Automate the collection of capacity planning data to ensure responsive service levels for all customers are maintained.

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.
- * (13) Disseminate information and current research to appropriate personnel.

Employee Qualities / Responsibilities

- * (14) Demonstrate initiative in the performance of assigned responsibilities.
- * (15) Provide for a safe and secure workplace.
- * (16) Model and maintain high ethical standards.
- * (17) Follow attendance, punctuality and proper dress rules.
- * (18) Maintain confidentiality regarding school matters.
- * (19) Maintain positive relationships with staff and vendors.
- * (20) Educate applications support staff on the use of new development tools.
- * (21) Provide training programs for applications and operations personnel.

System Support

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

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

SENIOR SYSTEMS PROGRAMMER (Continued)

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. 12

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 2

Date of Board Approval: August 21, 2001

Date of Revision – April 21, 2009