



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Programmer/Analyst	ITS Department	Network and Telecommunications Manager

<b>Position No:</b> 77528	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> P15	<b>Date Approved:</b> 8/14/90
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 7/3/07

<b>JOB GOAL</b>
To perform and direct major MIS functions related to the implementation and maintenance of the district computerized application data system.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Bachelor's Degree in computer science or related field or four years experience in programming and analysis in enterprise application systems.</li> <li>2. A minimum of five years of data processing experience to include programming and analysis or an equivalent combination of training and experience.</li> <li>3. Knowledge of computer programming and applications.</li> <li>4. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To assist with or be responsible for the development of new computer software systems.</li> <li>2. To participate in various application project activities as directed.</li> <li>3. To assist with organizational and technical problems.</li> <li>4. To recommend practices and policies to improve overall service or to remedy specific user/section problems.</li> <li>5. To modify existing software as directed.</li> <li>6. To recommend programming and operation standards.</li> <li>7. To provide technical assistance as directed.</li> <li>8. To serve as computer programmer.</li> <li>9. To direct work of staff assigned.</li> <li>10. To perform assigned tasks in a time and efficient manner.</li> <li>11. To perform assigned tasks with a high standard of quality.</li> <li>12. To perform other duties as assigned by supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.