



JOB TITLE	DEPARTMENT	REPORTS TO
Systems Analyst	Business Services	Chief Operations Officer

Position No: 77520	Length of Work Year: 12 Months
Salary Schedule: P32	Date Approved: 8/26/97
FSLA: Exempt	Date Revised:

JOB GOAL
To perform technical work in the preparation of computer programs to establish modern procedures in solving business and school management problems through the use of data processing equipment.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science, Business Administration or a related field. 2. A minimum of three (3) years of progressively responsible experience in the field of management systems analysis with supervisory experience or an equivalent combination of training and experience. 3. Knowledge of modern management practices, principles and theory; knowledge of statistical concepts and applications; and knowledge of computer applications. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To develop and/or document new computer software systems as directed. 2. To participate in various application project activities as an advisor and consultant to others. 3. To serve as trouble-shooter on organizational and technical problems. 4. To recommend practices and policies to improve overall service and to remedy specific user problems. 5. To modify existing software as required. 6. To recommend, develop and enforce programming and operations standards within the district. 7. To act as user contact and generally is responsible for responding to user needs in regard to data processing activities. 8. To provide technical assistance to programmer and computer operators as required. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform other duties as assigned by the supervisor.

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