



| JOB TITLE                               | DEPARTMENT        | REPORTS TO                                             |
|-----------------------------------------|-------------------|--------------------------------------------------------|
| Visual Basic/.NET<br>Programmer Analyst | Business Services | Data Processing<br>Manager/Chief Operations<br>Officer |

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|-----------------------------|---------------------------------------|
| <b>Position No:</b> 77547   | <b>Length of Work Year:</b> 12 Months |
| <b>Salary Schedule:</b> P15 | <b>Date Approved:</b> 6/29/04         |
| <b>FSLA:</b> Exempt         | <b>Date Revised:</b>                  |

| JOB GOAL                                                                                                                                                                                                                       |
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| 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 current Microsoft application development technologies. |

| MINIMUM QUALIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <ol style="list-style-type: none"> <li>High school diploma or equivalent required; bachelor's degree or higher education in Computer Science and/or technical certification in Microsoft application development technologies with a preference to Visual Basic and .NET.</li> <li>Minimum of two years experience in the management and maintenance of Visual Basic/.NET applications.</li> <li>Minimum of two years experience in Internet(WWW) based application development.</li> <li>Ability to perform functions of the job.</li> </ol> |

| DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <ol style="list-style-type: none"> <li>To develop web pages and applications for customers</li> <li>To participate in complete software development lifecycle, including analysis, design, coding and testing, for applications based on Microsoft Visual Basic and .NET technologies.</li> <li>To resolve application software issues in assigned area of responsibility.</li> <li>To learn, understand and act as "subject matter expert" for applications systems assigned by supervisor.</li> <li>To provide technical consultation in new systems development and enhancement of our systems.</li> <li>To keep technical, communications, and business skills current with an emphasis on understanding emerging technologies and their impact on our systems, customers and students.</li> <li>To work with a team of programmers to deliver a comprehensive application system.</li> <li>To participate in the development of specifications and documentation of our systems.</li> <li>To build working relationship with co-workers and customers.</li> <li>To perform assigned tasks in a timely and efficient manner.</li> <li>To perform assigned tasks with a high standard of quality.</li> <li>To perform other duties as assigned by the supervisor.</li> </ol> |

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