Santa Rosa County District Schools
Job Description
Operations Analyst I

Reports To: Assistant Superintendent, ITS
FLSA Status: Exempt
Department: Information Technology Services
Prepared by: Human Resources
Date: September 10, 2019
Job Code: 44131
Range: 20

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Collaborates with others as needed to determine project requirements.
- Defines feasible solutions for projects.
- Produces project development plans and estimates completion schedules.
- Provides written and/or oral project reports to management.
- Supports software development lifecycle tasks.
- Manages data integration definitions/processes to third-party system.
- Performs complex data analysis.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Supervision Received:

Supervisor/Manager

Supervision Exercised:

Assigned Personnel

Minimum Qualifications & Skills:

- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Two years of experience in professional software developer for either Windows-based applications, web-based applications, or IBM mainframe-based applications.
- Two years of relevant experience in using enterprise-class databases and structured query languages on at least one of the following platforms:
  - Microsoft SQL Server
  - Oracle Database Server
  - PostgreSQL Server
  - IBM DB2 Server
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Microsoft Visual Studio proficiency, with emphasis on C# and/or VB.NET programming.
- Microsoft Windows OS proficiency.
- Linux OS or Apple macOS experience.

Physical Demands:

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff