School District of Santa Rosa County

Job Description

Senior Computer Programmer/System Analyst

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| **Reports to:** Data Processing Manager | **FLSA Status:** Non-Exempt |
| **Department:** Various | **Prepared by:** Human Resources |
| **Date:** February 15, 2018 | **Job Code:** 11040 |
| **Position #:** 44150 | **Range:** 24 |

**Principal Duties and Responsibilities (Essential Functions)**:

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

* Designs new or modifies systems to be effective, logical, well-structured and maintainable to solve identified problems;
* Analyzes systems with problems and establishes functional requirements;
* Develops accurate time/cost estimate;
* Produces accurate development plans and projects status and completion schedules;
* Works with user personnel determining needs, defining feasible solutions and producing quality results; Designs various forms used to collect data and distribute information;
* Coordinates and directs work of other programmer/analyst on various projects;
* Performs record management, including distribution and use of reports;
* Develops manuals to communicate system procedures;
* Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;
* Participates in evaluation of equipment and defines standards for equipment selection;
* Interfaces with data processing to coordinate the development of systems whenever computer oriented systems have been selected;
* Reviews and submits recommendations for improvement to systems;
* Provides written and oral review reports of activities to management;
* Develops manuals to communicate system procedures and cost calculation studies;
* Maintains current knowledge of standard language, coding methods and operations requirements;
* Performs other duties as required or assigned.

**Job Related Skills:**

Job skills required for programming in this environment will vary depending on assigned duties. Knowledge of the following products will be beneficial.

* IBM Mainframe environment.
  + TSO/ISPF editor environment
  + Batch level COBOL
  + CICS COBOL/BMS mapping
  + Easytrieve
  + VSAM file management/IDCAMS
  + DB2 database management
  + ACF2 security management
* Windows/Web environment
  + Visual Studio Languages Visual Basic or C#
  + Microsoft SQL Server
  + PHP/MYSQL
  + JavaScript
  + HTML/CSS

**Supervision Received:**

Data Processing Manager

Department Manager or Administrator

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

* Bachelor's Degree in Systems Science or related field.
* Three years’ experience with major software development projects in an IBM mainframe or Windows Client Server computer environment

**Preferred:**

NA

**Physical Demands:**

Requires sitting for long periods of time designing programs; must be able to visit office work sites to study computer problems and system operations. Inside, exposure to noise associated with computer operating; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.