



### **Classification Summary**

Lead a group of application programmers and analysts in the development, establishment, integration, and installation of computer and information systems. Performs the most complex and integrated systems analysis for the District.

### **Distinguishing Characteristics**

This classification is distinguished from the Programmer Analyst II class by its project leadership role and the performance of the most complex systems analysis and integration.

### **Supervisory Relationships**

Reports to the Information Systems Supervisor for general direction and guidance. Provides leadership to other programmer analysts assigned to specific projects or components including task definition, scheduling, and time management.

### **Examples of Duties**

1. As project manager, responsible for all information systems including student administration system, integrated management system, student body accounting system, and universal library system. Manage prototype implementation as the vendors' beta site implementation for school districts in Oregon for each of these systems. Responsible for system design and information requirements for all projects associated with these systems and assume leadership in their development, implementation, and maintenance. Manage project budgets including vendor training, data base conversion, and forms design and purchase.
2. Manage installation, implementation, and conversion of all major applications software packages purchased by the district in a constantly changing and complex hardware/software environment. Ensure project integrity and completion on schedule by developing and controlling project timelines throughout the life cycle of the project, and by assuming continuous contact and liaison with administrators, vendors, users, and CIS staff.
3. Coordinate efforts of other programmer analysis involved in various aspects of an information processing project or systems to insure integration and interdependencies.
4. Establish and manage meetings with administrative and user personnel to determine information system requirements, analyze the types of computing solutions, research availability of applications or software tools, and define system proposals which respond to user needs.
5. Guide the Development of detailed system design for new applications; establish the priority, work methods, and projected completion dates for various milestone activities of highly intricate, undefined systems.
6. Responsible for day-to-day coordination of Programmer Analyst team efforts including program coding, compilation, error correction, system testing, and design of documentation, user training and programming integration.
7. Responsible for development and control of tasks for project implementation teams (includes project leaders from user departments) including: data base conversion, new system process identification, parallel processing requirements, forms development, and implementation processes.
8. Perform system management tasks, including management of user accounts, system queues, disk space, backup and recovery requirements.
9. Interview and recommend new Programmer Analyst hires.
10. Coordinate and consolidate team recommendations on hardware and software acquisition and operational efficiencies.

**Required Knowledge, Skills and Abilities**

1. Knowledge of computer systems analysis and project management including leading a group of programmer analysts, project scheduling and specification analysis, and systems integration.
2. Thorough knowledge of systems analysis and design methodologies, data collection and programming techniques, and applicable programming languages.
3. Skill in working with diverse, non-technical user groups to develop user requirements and provide solutions for complex information processing needs of user communities with differing constituencies within the district.
4. Ability to direct the work of project team members consisting of programmer analysts and user services staff. Ability to consult with user in order to evaluate and recommend alternate solutions to problems in information processing. Ability to manage complex projects and organize advisory structures, and to control and bring projects to completion on time.
5. Ability to communicate effectively orally and in writing; ability to establish and maintain relationships with Administrators, user personnel, and vendors.

**Minimum Qualifications for Class Entry**

1. Graduation from a four year college or university with major course work in computer science or related field, and five years of programmer analyst experience of which three were in systems analysis and demonstrated experience in project management.
2. Experience working with DEC VAX desirable.

**Work Environment**

Work is performed in the central Computing and Information Services office in user offices at various District locations.