Classification Summary
Installs student information systems applications, other software packages; analyzes information system needs; designs, develops, tests, enhances, installs, maintains and implements applications software; provides system management, maintenance and troubleshooting for installed systems,

Supervisory Relationships
This position reports to the Information Systems Manager. May report to other administrators.

Distinguishing Characteristics
This classification is distinguished from the Programmer Analysts I class by its emphasis on student information system and integration. It is further distinguished from the Senior Programmer Analysts by the lack of responsibility to integrate large networking systems but may serve as leader of a project.

Essential Functions
1. Coordinate installation, implementation, and/or conversion of student information system and/or major applications software packages including continuous contact and liaison with administrators, school staff, vendors, users, and department staff. Provide technical support throughout installation.
2. Meet and communicate with administrators and users to determine, negotiate, and agree on application programming needs, feasibility, and priorities.
3. Facilitate meetings with users to determine information system requirements, analyze the types of computing solutions, research availability of applications or software tools, and define system proposals and specifications which respond to user needs.
4. Develop detailed system design for new applications; establish the priority, work methods, and projected completion dates for various milestone activities of highly intricate, undefined systems.
5. Assist with development and analysis of demographic data. Develop and supply student information to support proposed boundary changes and Facilities usage and development planning as well as pupil transportation needs and requirements.
6. Coordinate tasks between Technology Department team and district-wide system users including: program coding, compilation, debugging, error correction, system testing, and design of documentation and user training.
7. Perform system management tasks, including management of user accounts, system queues, disk space, backup and recovery requirements.
8. Responsible for troubleshooting and maintenance of installed systems by overseeing work of programmer analysts.
9. Recommends acquisition of computer hardware and/or software packages.
10. Work as a team member in recommending acquisition of computer hardware, software, or existing efficiencies.
11. Supports the student information system consortium.
12. Provides training and system trouble shooting for all users.
**Required Knowledge, Skills and Abilities**

1. Knowledge of student information system.
2. Knowledge of system analysis and design methodologies, data collection and programming techniques.
3. Ability to integrate hardware and software.
4. Ability to comprehend user requirements and provide solutions for complex information processing needs of diverse users.
5. Skill in defining user requirements and designing file structures and file access methods.
6. Ability to consult with users in order to evaluate and recommend alternate solutions to problems in information processing. Ability to plan project completion requirements.
7. Ability to communicate effectively orally and in writing; ability to establish and maintain relationships with system users, vendors, etc..
8. Working knowledge of networking principles, SQL language.
9. Working knowledge of Crystal Reports, Microsoft etc.

**Minimum Qualifications for Class Entry**

Graduation from a four year college or university and one year of systems and applications experience. Any satisfactory equivalent combination of experience and training may be substituted for the experiential or education requirements.

**Work Environment**

Work is performed in an office environment and in user locations throughout the District.

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**ADDITIONAL INFORMATION**

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<tr>
<th>Employee Unit</th>
<th>Classified</th>
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<tr>
<td>Pay Grade</td>
<td>Grade 16</td>
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<tr>
<td>Approved by</td>
<td>Dr. Celia Feres-Johnson, Director – Human Resources</td>
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<td>Last revised</td>
<td>February, 2014</td>
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