SCHOOL DISTRICT OF ST. JOHNS COUNTY
PROGRAMMER / ANALYST II, BUSINESS INFORMATION SYSTEMS
JOB DESCRIPTION

QUALIFICATIONS:

    (1)   Bachelor's Degree in Computer Science, or related field, or equivalent formal training.

    (2)   Meets at least two of the following qualifications:

        i.   Successful completion of training in the fundamentals of computer languages (SQL or equivalent).

        ii.   Minimum of four (4) years of experience creating SQL views, functions, and stored procedures.

        iii.   Minimum of four (4) years of experience in developing custom web applications that interact with SQL Server databases (Microsoft Visual Studio C# preferred).

    (3)   Experience supporting HR/Finance/Payroll ERP systems preferred.

    (4)   Valid Florida Driver License.

    (5)   Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of systems analysis and design techniques. Knowledge of multiple programming languages. Ability to design, develop and implement computer applications. Ability to communicate effectively, both verbally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to analyze, interpret and use data in decision-making. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to remain current and adaptable to new technologies as they relate to your position. Possess effective problem-solving skills. Ability to clearly articulate ideas, problems, and solutions with staff and users. Ability to quickly and systematically troubleshoot problems and implement corrective actions. Ability to be a mentor to junior/peer personnel and/or users. Ability to interact well with people at various levels in a team environment. Ability to create and maintain effective working relationships with other employees, vendors, and other agencies.

REPORTS TO:

Director of Business Systems/DBA, Information Technology Department

---

JOB GOAL

To conduct analysis, design, testing, application programming and implementation in support of the District's Business Systems. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1)   Maintain and assist in the enhancement of the Business System database and applications.

*(2)   Develop, test and integrate applications, workflow, packages and changes to support and maintain the Business Systems applications and databases.

*(3)   Develop SQL and other scripts to generate reports or trigger events from the Business Systems.

*(4)   Use the Business Systems reporting tools to develop user reports.

*(5)   Assist functional analysts and consultants in understanding the District's technical requirements for Business Systems implementation, upgrades, integrations, fixes and application support.

*(6)   Troubleshoot technical problems in Human Resources, Payroll and Finance using the Business Systems application and databases.

*(7)   Provide mentoring in SQL programming to junior/peer analysts, programmers and users.

Expectations of All Employees

*(8)   Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.

*(9)   Follow attendance, punctuality and other qualities of an appropriate work ethic.

*(10)   Ensure adherence to good safety standards.

*(11)   Maintain confidentiality regarding school/workplace matters.

*(12)   Model and maintain high ethical standards.

*(13)   Maintain expertise in assigned area to fulfill position goals and objectives.

*(14)   Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

*(15)   Demonstrate initiative in the performance of assigned responsibilities.

*(16)   Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Inter/Intra-Agency Communication and Delivery

*(17)   Communicate effectively with staff and administrators.

*(18)   Respond to inquiries and concerns in a timely manner.

*(19)   Serve on school/District committees as required or appropriate.

Professional Growth and Improvement

*(20)   Provide inservice training to departments and schools upon request.

*(21)   Participate successfully in training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

*(22)   Keep supervisor informed of potential problems or unusual events.

*(23)   Represent the District in a positive and professional manner.

*(24)   Exhibit interpersonal skills to work as an effective team member.

*(25)   Follow federal and state laws as well as School Board policies, rules and regulations.

*(26)   Demonstrate support for the School District and its goals and priorities.

*(27)   Demonstrate initiative in identifying potential problems or opportunities for improvement.

*(28)   Prepare all required reports and maintain all appropriate records.

*(29)   Participate in cross-training activities as required.

Leadership and Strategic Orientation

*(30)   Provide leadership and direction for assigned areas of responsibility.

*(31)   Set high standards and expectations and promote professional growth for self and others.

*(32)   Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.

*(33)   Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. This position may be required to work beyond a 40-hour work week on an as needed basis. Classification: Administrative, Managerial, Confidential

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

65020

BOARD APPROVED:

January 2015

REVISED: