



TALENT MANAGEMENT

Job Description

REV: 3/5/2020 1:43 PM

Job Description Reference Guide San Antonio Independent School District

Job Title:	Programmer Analyst I
Position Title:	Programmer Analyst I
Function:	Information Technology
Sub-Function:	IT Applications

Department:	Information Technology Department	Pay Grade:	T4
Reports to:	Manager, Network and Telecom	FLSA Classification:	Exempt
Terms of Employment:	12 months/230 days per year. Salary is on Technology Job Group 4 on the SAISD Compensation Plan on a Non-Chapter 21 contract. Entry level is at an annual rate of 54,519.20 with additional consideration for directly related experience.		
Funding Source:	This position is locally funded.		

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Design, develop, maintain, and support software applications using the software development life cycle and other software tools (this includes SQL Server, T-SQL, HTML, JavaScript, ASP.NET).

Essential Functions / Key Responsibilities

1. Oversee requirement specifications, design, code, implementation, maintenance and documentation of custom databases, Web applications, Windows Forms and Web services. Install, configure and maintain SAISD local area network (LAN), internet and stand-alone applications software.
2. Oversee and review the evaluation of software and hardware suitability and applicability within District's data repositories. Investigate, research and implement new, innovative technologies, techniques and protocols. Oversee and review systems cost analysis for SAISD users and recommend hardware and software programs for database access, control and input.
3. Provide technical assistance to intern staff programmers and database personnel.
4. Oversee data downloads from mainframe and other external sources to Data Warehouse.
5. Keep Data Warehouse Manager informed on program services and activities.
6. Ensure compliance with Software SDLC guidelines and techniques and FERPA regulations. Compile, maintain and retain all physical and computerized reports, records and other required documents.
7. Attend professional growth activities to improve job knowledge and performance. Develop and conduct professional learning activities on Data Warehousing topics.
8. Provides guidance to less experienced team members.
9. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's Degree for an accredited college or university



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- Five or more years' experience working with software applications
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy
- Strong organizational and time management skills
- Strong critical thinking and problem-solving skills
- Solid computer skills and knowledge of multiple databases and software systems
- Ability to analyze, organize and prioritize work while meeting multiple deadlines
- Solid knowledge and understanding of Software Development Life Cycle and other software tools to include SQL Server, T-SQL, HTML, JavaScript, ASP.NET.

Preferred Qualifications

- Master's Degree from an accredited institution
- Eight or more years' experience working with software applications

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____

Date: _____