JOB DESCRIPTION
PROGRAMMER
INFORMATION SERVICES

POSITION GROUP: Non Union
POSITION TITLE: SQL Programmer, DBA, and System Administrator
DEPARTMENT: Information Services
REPORTS TO: Manager of Curriculum Applications
SUPERVISES: Not Applicable

POSITION GOAL(S):
To enhance District performance, by providing SQL programming, database and system administration for the Enterprise Resource Planning (ERP) system and the Finance System. Serve as the central point of communication and troubleshooting for the District’s Human Capital Management (HCM) and Finance systems. Utilizing a combination of personal skills and vendor support will maintain the ERP system. As liaison between the Information Services department, Human Resources, and Finance departments, works to ensure congruence with collected data and related reports. As the central point of contact for the district’s ERP technical support providers, will ensure prompt customer service to project/assignment stakeholders.

JOB DUTIES / ACCOUNTABILITIES:

1. Serves as the primary point of contact and liaison for all ERP functional users providing timely resolution to efficiently serve the client.
2. Working directly with stakeholder, provides Structured Query Language (SQL) scripts for ERP system.
3. Develops reports using Microsoft SQL/Server Reporting Services (SSRS) or other reporting tools as assigned.
4. Oversees and maintains the efficient operation of the onsite ERP system.
5. Serves as technical contact for Tyler Munis support staff including remote access, software issues, patches/updates, server software/hardware requirements, File Transfer Protocol (FTP) transmissions, security, and other support issues.
6. Provides technical support and oversees Web services for Workforce Software Time and Attendance System. Coordinates support with Level 1 Techs to ensure the electronic time clocks are accurate and in working condition.
7. Provides software system support, security, and sustainability for payroll, accounts payable, check payments, cycles, and printing of checks; including the secure transmission of bank files; overseeing the scheduling, storage, the relay and delivery of employee payroll and vendor check notifications.
8. Monitors nightly backups and coordinates the ERP system backups with the Information Services server team.
9. Develops installation plans for ERP software/utilities for end-user clients (if necessary); diagnoses, and resolves ERP software matters, related to performance, and printing.
10. Develops, documents, and maintains system installation and configuration standards.
11. Assist with other HR/Finance technical issues as assigned.
12. Other duties as assigned.
EXPERIENCE / KNOWLEDGE:

1. SQL and .NET 2 years of experience
2. SQL/Server Reporting Services (SSRS) or Crystal Reports 2 years of experience
3. SQL Server Database Administration experience
4. IIS Server, TCP/IP Networking experience
5. Extensive Microsoft Office Suite experience
6. Demonstrated analytical, organizational, and communication skills
7. Ability to clearly write and maintain system documentation and specifications in both technical and novice formats
8. General understanding of HR, Employee Benefits, Payroll, Accounting, and Purchasing practices (preferred).
10. Experience with integrated ERP system preferred (Tyler Munis and Workforce are current ERP applications).

EDUCATION:

1. Bachelor's Degree in Computer Science, Management Information Systems, or related field preferred.

PHYSICAL DEMANDS:

1. Ability to work on a computer over a major portion of the work day.

TERMS OF EMPLOYMENT:

This is a 12-month position. Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of support service personnel.

JOB DESCRIPTION / REVISION DATE: November 13, 2019

Employee Signature: ____________________________ Date: ______________

Supervisor Signature: ____________________________ Date: ______________