

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

COMPUTER SYSTEMS ANALYST

SALARY SCHEDULE: ADMINISTRATIVE – F

COST CENTER: INFORMATION SERVICES (9018)

QUALIFICATIONS:

- (1) Associate of Arts Degree in Data Processing.
- (2) Minimum of five (5) years experience as a programmer or programmer / analyst using COBOL or RPG with some background in analysis and design.
- (3) Comparable amount of training and experience may be substituted for minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and deal tactfully with personnel. Ability to plan and schedule computer software systems development. Ability to review related work for conformity to plans and directives. Knowledgeable in the areas of finance and human resources. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing.

REPORTS TO:

School Applications Support Supervisor

<p>JOB GOAL</p> <p>To provide the technical and supervisory work in the design, development and implementation of District-wide computer software systems.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Consult with present and potential users of computer systems to determine needs.
- * (2) Evaluate customer initiated change requests for implementation.
- * (3) Research, analyze and design systems based upon requirements and needs.
- * (4) Work with selected software vendors in the development of or changes to computer systems as needed.
- * (5) Construct complex programming requirements for the development of software systems and determine the related equipment needs.
- * (6) Create complete job instruction lists as required.
- * (7) Ensure that all programming activities adhere to installation standards.
- * (8) Perform final testing of all system components as required.
- * (9) Provide data entry instructions, user instructions, system documentation and assist in training as required.
- * (10) Assign programming staff needed to accomplish tasks and construction of programs.
- * (11) Update and maintain skills needed to keep abreast of changes and requirements.
- * (12) Prepare all required reports and maintain all appropriate records.
- * (13) Exhibit support for the District's vision, mission, goals and priorities.
- * (14) Maintain confidentiality regarding all school matters.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.

COMPUTER SYSTEMS ANALYST(Continued)

- *(16) Provide for a safe and secure workplace.
- *(17) Model and maintain high ethical standards.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain positive relationships with staff and vendors.
- *(20) Communicate effectively with staff and vendors.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.
- *(23) Follow all School Board policies, rules and regulations.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

EVALUATION:

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

Job Description Supplement No. 07

*Essential Performance Responsibilities