

**SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION**

PROGRAMMING AND DATA ANALYST

SALARY SCHEDULE: ADMINISTRATIVE – F

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) Associate's degree in Information Technology, Information Assurance & Security, or related field. Bachelor's Degree and technical certifications preferred.
- (2) Minimum of five (5) years experience as a programmer using at least one of the following computer programming languages: Python, TypeScript, JavaScript, C#, Rust, Dart or current applicable language.
- (3) Minimum of three (3) years' experience in application development, data analysis and database design/schema.
- (4) Demonstrated ability to interpret and summarize data, present data in a variety of formats appropriate for the specific audiences and prepare written/oral reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and deal tactfully with personnel. Knowledge and skill in the development, planning and implementing software applications that support the functions of the organization. Knowledge of scoping out an application or database to meet both the immediate and potential future need. Knowledge of industry best practices for software development and deployment in an enterprise environment. 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:

Supervisor of Programming & Data Analytics

JOB GOAL

To provide the technical and supervisory work in the design, development and implementation of districtwide software and database systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Consult with present and potential users of applications to determine needs.
- * (2) Develop and maintain data transfers to support the implementation of complimentary enterprise level applications used for instruction and operational continuity across the district.
- * (3) Research, analyze and design applications based upon requirements and needs.
- * (4) Work with selected software vendors in the development of or changes to software applications as needed.
- * (5) Construct complex programming requirements for the development of software systems and determine the related database needs.
- * (6) Create database queries that follow industry and security best practices.
- * (7) Ensure that all programming activities adhere to industry, security, and installation standards.
- * (8) Perform final testing of all applications prior to release in the enterprise environment as required.
- * (9) Provide data entry instructions, user instructions, system documentation and assist in training as required.

PROGRAMMING AND DATA ANALYST (Continued)

- * (10) Work with Supervisor to recommend and 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; especially as it relates to data and FERPA guidelines.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (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.
- * (26) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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. 11

*Essential Performance Responsibilities