

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SYSTEMS PROGRAMMER I

SALARY SCHEDULE: SSP- 14

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) Associate's Degree in Computer Science, Engineering, Mathematics or related technical field or high school diploma with active Microsoft or programming certification and two (2) years' experience.
- (2) Minimum of two (2) years' experience in programming, development and maintenance of a database system.
- (3) Demonstrated ability and experience in using SQL, VB, C#, .NET, JAVA scripts, XML, Visual Studio and other current programming languages.
- (4) Demonstrates ability and experience in extracting and distribution of data.
- (5) Demonstrated proficiency in the production of reports using report authoring software.
- (6) Minimum of one (1) year experience in authoring reports for operating functions within an organization; preferred experience in K-12 educational organization.
- (7) Industry standard certifications related to Microsoft or programming are preferred but must obtain at least one within two years of employment in position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer capabilities and limitations. Knowledge of database organization and maintenance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess interpersonal skills and abilities. Ability to communicate effectively both orally and in writing. Ability to understand and implement both oral and written instructions. Ability to write SQL queries/reports according to specifications or to determine what is wrong with provided SQL queries/reports.

REPORTS TO:

Supervisor of Programming and Data Analytics

JOB GOAL

To provide technical work in writing and maintaining accurate SQL queries and reports from specifications and providing requested datasets for the customer.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop new queries/reports from specifications.
- *(2) Oversee the District's main computer application (Student and Business), all associated peripheral and offline equipment; including but not limited to: printers, check folder / sealer, shrink wrap, communication devices, and scanners.
- *(3) Maintain complex queries/reports from written and oral specifications.
- *(4) Complete all tasks as outlined in the District's Processing Schedule and following associated procedures, to include but not limited to: report cards, FTE, student transcripts, etc.

SYSTEMS PROGRAMMER I (Continued)

- * (5) Identify and correct problems in queries/reports based on broad guidance.
- * (6) Maintain documentation as required.
- * (7) Create test data and evaluate complete test results identifying areas of improvement and concern.
- * (8) Process, transmit, and support all data elements for Florida DOE surveys and requirements.
- * (9) Provide guidance and support for all phases of projects during program development and testing.
- * (10) Convert queries/reports and data from legacy applications and databases to new applications and databases.
- * (11) Ability to work with a wide variety to applications as required.
- * (12) Provide for all types of file organization, processing, storage and maintenance.
- * (13) Assist other employees as needed.
- * (14) Maintain confidentiality regarding all school matters.
- * (15) Prepare all required reports and maintain all appropriate records.
- * (16) Exhibit support for the District's vision, mission, goals and priorities.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Provide for a safe and secure workplace.
- * (19) Model and maintain high ethical standards.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Participate in workshops and training sessions as required.
- * (22) Communicate effectively with staff and vendors.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Follow all School Board policies, rules and regulations.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Sustained focus and attention to detail for extended periods of time.
- (28) 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 or 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