



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: ADVANCED PROGRAMMER ANALYST

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university with a major in one of the computer sciences **OR** High school diploma and at least five (5) years in application development.
2. At least three (3) years' experience using relational databases (SQL Server preferred), SQL, systems analysis and programming software applications.
3. Basic understanding of TCP/IP networks and Windows operating environment.
4. K-12 school district knowledge, preferred.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Conducts tasks related to time and cost estimates, applications development, establishes/implements new or revised applications systems and programs to meet specific business objectives.
2. Utilizes knowledge of applications development to analyze problems/issues.
3. Provides evaluation of business processes, system processes and industry standards and makes evaluative judgements.
4. Consults with users/clients and other technology groups on issues. Recommends and installs programming solutions.
5. Develops automated ETL process integration between different systems. Ensures processed data is clean, accurate and complete.
6. Maintains and coordinates changes for the Bay District Schools website.
7. Develops business reports using technologies such as SQL, SSRS, Cognos and/or PowerBI.
8. Provides excellent customer service.
9. Utilizes strong organization, time-management, problem solving, troubleshooting, communication skills and ability to stay current on technology.
10. Performs responsibilities outside normal business hours if required.
11. Performs other duties as assigned.

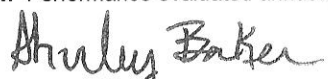
TECHNOLOGIES:

1. Focus Student Information System, PowerSchool ERP, Versatrans
2. Microsoft development environment (SQL, Server, C#)
3. Help Desk ticketing systems (Manage Engine, ServiceNow)
4. Cloud implementations (Azure, Google, AWS)
5. Various vendors: Classlink, Canvas, One Roster, Clever, point-of-sale

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

APPROVED DEC 08 2020
Adopted by Bay District School Board