



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

TITLE: SENIOR 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 ten (10) years in application development.
2. At least seven (7) years' experience with relational databases (SQL Server preferred), SQL, systems analysis and programming software applications.
3. 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 feasibility studies, time and cost estimates, applications development and establishes/implements new or revised applications systems and programs to meet specific business objectives.
2. Monitors and controls all phases of development process and analysis, design, construction, testing and implementation, as well as provides user and operational support on applications.
3. Utilizes in-depth knowledge of applications development to analyze complex problems/issues. Provides evaluation of business processes, system processes and industry standards. Makes evaluative judgements.
4. Consults with users/clients and other technology groups on issues. Recommends and installs advanced 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. Solicits from vendors, validates terms/pricing and submits software purchases for approval.
9. Delegates assignments, follows-up and provides feedback related to team members' execution of assignments.
10. Provides excellent customer service.
11. Utilizes strong organization, time-management, problem solving, troubleshooting, communication skills and ability to stay current on technology.
12. Performs responsibilities outside normal business hours if required.
13. Performs other duties as assigned.

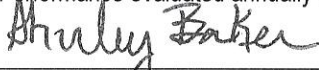
TECHNOLOGIES:

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