



## SENIOR PROGRAMMER ANALYST

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### Position Summary

This position leads a group of application programmers and analysts in the development, establishment, integration, and installation of computer and information systems. Performs the most complex and integrated systems analysis for the District.

### Distinguishing Characteristics

This classification is distinguished from the Programmer Analyst II class by its project leadership role and the performance of the most complex systems analysis and integration.

### Supervisory Relationship

This position reports directly to the Information Systems Supervisor for general direction and guidance. Provides leadership to other programmer analysts assigned to specific projects or components including task definition, scheduling, and time management.

### Essential Functions

1. As project manager, responsible for all information systems - most notably the student information system (Synergy) and data warehouse system (Hoonuit). Responsible for system design and information requirements for all projects associated with these systems and assume leadership in their development, implementation, and maintenance. Manage project budgets including vendor training, database conversion, and forms design and purchase.
2. Support extract, import and integration of data between different applications, both within and outside the district (e.g., Clever, Canvas, multiple online curriculum vendors) using appropriate development tools (e.g., Microsoft SQL, Visual Studio).
3. Manage installation, implementation, and conversion of all major applications software packages purchased by the district in a constantly changing and complex hardware/software environment. Ensure project integrity and completion on schedule by developing and controlling project timelines throughout the life cycle of the project, and by assuming continuous contact and liaison with administrators, vendors, users, and CIS staff.
4. Coordinate efforts of other programmer analysis involved in various aspects of an information processing project or systems to insure integration and interdependencies.
5. Establish and manage meetings with administrative and user personnel to determine information system requirements, analyze the types of computing solutions, research availability of applications or software tools, and define system proposals which respond to user needs.
6. Guide the Development of detailed system design for new applications; establish the priority, work methods, and projected completion dates for various milestone activities of highly intricate, undefined systems. 6. Responsible for day-to-day coordination of Programmer Analyst team efforts including program coding, compilation, error

correction, system testing, and design of documentation, user training and programming integration.

7. Responsible for development and control of tasks for project implementation teams (including project leaders from user departments) including: database conversion, new system process identification, parallel processing requirements, forms development, and implementation processes.
8. Interview and recommend new Programmer Analyst hires.
9. Coordinate and consolidate team recommendations on hardware and software acquisition and operational efficiencies.
10. Maintains regular and prompt attendance.
11. Performs other related duties as assigned.

## **Required Knowledge, Skills and Abilities**

1. Knowledge of computer systems analysis and project management including leading a group of programmer analysts, project scheduling and specification analysis, and systems integration.
2. Thorough knowledge of systems analysis and design methodologies, data collection and programming techniques, and applicable programming languages.
3. Skill in working with diverse, non-technical user groups to develop user requirements and provide solutions for complex information processing needs of user communities with differing constituencies within the district.
4. Ability to direct the work of project team members consisting of programmer analysts and user services staff. Ability to consult with user in order to evaluate and recommend alternate solutions to problems in information processing. Ability to manage complex projects and organize advisory structures, and to control and bring projects to completion on time.
5. Ability to communicate effectively orally and in writing; ability to establish and maintain relationships with Administrators, user personnel, and vendors.

## **Minimum Qualifications**

### Education

- Associate's Degree in Information Technology, Computer Science, or a closely related field.
- Additional directly related, verifiable work experience may substitute for the Associate's degree on a year-for-year basis.

### Experience

- Minimum of three (3) years of experience providing technical support and expertise in support of Synergy™ Student Information Systems, including analyzing and implementing data solutions related to data warehousing, validation, access, security and integrity of student information, troubleshooting and resolving complex issues, developing sophisticated multi-level tables, and developing and presenting training and training manuals to users on systems functionality.
- Working knowledge of Microsoft development environment (e.g., SQL, Visual Studio, SSIS, SSMS).
- Experience with a student information system and a data warehouse - especially Synergy SIS and Hoonuit data warehouse.

- Experience working in a public K-12 school district or public agency serving and supporting a richly diverse community is highly desirable.

Any other combination of education, training and experience which demonstrates that the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

### **Work Environment**

Work is performed in the central Technology office.

<b>ADDITIONAL INFORMATION</b>	
Employee Unit	OSEA
Pay Grade	Grade 17 – 12 Month Calendar
Developed by	Karen M. Hardin, Director of Human Resources
Approved by	Cydney Vandercar, Superintendent
Last Revised	October 21, 2021