VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR SYSTEMS ANALYST/PROGRAMMER

BASIC FUNCTION:

Under direction of the Director of Information Systems, design and develop new applications for use by District staff, update, maintain, debug, test, install District purchased database applications and other system programs. Analyze, develop, maintain, troubleshoot, existing District database programs.

REPRESENTATIVE DUTIES:

Update, maintain debug, test, install District database applications and programs. (E)

Analyze, develop, maintain, troubleshoot, repair District database programs. (E)

Maintain VUSD website, develop, maintain web-based Intranet applications. (E)

Analyze existing programs and systems; convert older programs into current database platform. (E)

Extract data, prepare reports based upon state/user criteria. (E)

Maintain IIS Intranet web server; maintain security, apply patches and fixes. (E)

Research and develop new programs and enhancements to existing data systems. (E)

Develop training materials and provide training and user support for business and instructional software packages including word processing, windows, graphics, presentation applications, spreadsheets and desktop publishing applications. (E)

Research and develop new programs, maintain and improve elements/enhancements of existing data processing systems, document elements of existing systems, formulate computer systems requirements and recommend techniques for processing data codes, test and implement new computer programs and systems. (E)

Analyze, design and implement new database systems for school sites/depts., implement data conversions. (E)

Provide input to the development and implementation of methods to assure the security/integrity of sensitive data stored and retrieved on-line such as budget, payroll, personnel, financial systems and student information systems. (E)

Perform a variety of programming functions including configuring peripheral equipment, configuring software applications, loading programs and applications, and assisting users; produce programming code, such as MS Access, SQL, HTML, PHP, MySQL, MS SQL, XML, Java, JSP, and ASP. (E)

Participate in grant writing and other special/alternate funding projects and varied committees as assigned.

Perform related duties as assigned.

KNOWLEDGE OF:

Components and capabilities of microcomputers, instructional computer automation and distributed data processing systems.

Specific programming languages determined by current applications.

Data communications and network protocols.

Data processing systems and procedures.

Technical aspects of field of specialty.

Oral and written communications skills.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Train and assist District personnel in the operation of business and instructional software, microcomputer hardware and peripherals.

Analyze, install and maintain computer system programs and procedures.

Discuss, write, test and implement computer programs.

Develop new applications and programs.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work; work independently with little direction.

Meet schedules and timelines.

Learn new computer applications and train others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in Computer Science, Information Systems or Business, including course work in programming including MS Access, HTML, Java, PHP, MySQL, MS SQL, XML, JSP, and ASP, dBase, network administration and data communications, and two (2) years increasingly responsible experience in the design and sharing of inter-networked hardware/student software resources.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting, carrying, pushing or pulling moderately heavy computer equipment.

Bending at the waist, kneeling or crouching.