School District of Santa Rosa County
Job Description

Computer Programmer/System Analyst II

Reports to: Data Processing Manager	**FLSA Status:** Non-Exempt
Department: Data Processing	**Prepared by:** Human Resources
Date: June 21, 2018	**Job Code:** 11040
	Range: 22

Principle Duties and Responsibilities (Essential Functions):
Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for system development effort from initial planning through implementation;
- Determines system functional requirements, produces accurate development plans and projects completion schedules;
- Develops accurate time/cost estimate, cost benefit studies and projects management controls;
- Works with user personnel in determining needs, defining feasible solutions and producing quality results;
- Designs effective logical, well-structured systems to satisfy identified problems;
- Analyzes designs, codes, tests, debugs, maintains, documents and implements programs and systems;
- Posts implementation reviews and revisions;
- Reviews and submits recommendations for improvement to systems;
- Provides written and oral reports of activities to management and users;
- Maintains current knowledge of standard language, coding methods and operations requirements;
- Writes and maintains programs;
- Travel to office sites within the district and industry related conferences may be required;
- Performs related duties as required or assigned.

Job Related Skills:
- Programming experience in desktop or web based applications.
- Experience with the Microsoft Visual Studio development environment using VB.Net or C# programming languages is preferred.
- Experience with SQL, PHP/MySQL, HTML/CSS and JavaScript is beneficial, but not required.
- A working knowledge of Microsoft Office products such as Outlook, Word and Excel will be beneficial.

Supervision Received:
Data Processing area supervisor

Supervision Exercised:
None

Minimum Qualifications & Skills Required:
- Approved nationally recognized professional certificates in related fields or
- Bachelor's Degree in systems science or related field.
- Two years of programming experience in desktop or web based applications.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

Physical Demands:
Requires sitting for long periods of time designing programs; must be able to visit office work sites to study computer problems and system operations. Indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:
- Pension or Investment plan provided by the Florida Retirement system (FRS).
- Personal and family health care plans available include medical, dental and vision.
- Paid vacation, sick leave and optional personal leave.
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff.

Conclusion:
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.