

Job Description
MOORE PUBLIC SCHOOLS

JOB TITLE: Senior Programmer Analyst

QUALIFICATIONS:

Education: Bachelors degree in Management Information Systems (MIS) or Computer Science.

Three to five years experience in COBOL database programming may be substituted for above degree.

Experience Required: Minimum of 4 years experience in Data Processing at or above the Programmer/Analyst level, preferably with school applications. Three (3) years COBOL programming experience. Experience with REFLECTION terminal emulator desired.

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Specialized Skills : Thorough knowledge of Hewlett-Packard equipment and operating system including IMAGE Data Base. Proficiency in QUERY language. Familiarity with Data Communications hardware and software.

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge or addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software documentation and run sheets.

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Must be familiar with various PC software programs, particularly Windows 95/98, and Macintosh.

SITE: **Data Center**

REPORTS TO: **Director, Data Processing**

PURPOSE OF POSITION: Responsible for the design and implementation of new application programs for the Data Processing department. The Senior Programmer/Analyst will be responsible for the maintenance of existing programs including rewriting, or modifying. Responsible for accessing and analyzing user needs in regards to Data Processing technology. Defines requirements for improving or replacing systems. Develops specifications for completeness and conformance to standards. With limited supervision, plans and coordinates the development and implementation of these systems and programs. Prepares documentation for all new programs and updates. Works closely with the Director of Data Processing to ascertain the priority of assignments and user requirements. Prepares and distributes administrative data and reports as well as all payroll/ human resource information and budgetary data, etc. Provides technical information and management information reports as needed. Technical leadership responsibility, involving decision making, driving communication inside and outside of program development. Involves hands-on design and development work, implementing enhancements and extensions to various applications. This is a fast-paced position with rapidly changing requirements, and requires an ability to work on multiple tasks simultaneously and be flexible while maintaining productivity.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with members of the Data Processing department, district, personnel, vendors, and others. Interpersonal interaction or communication is critical.

PERFORMANCE EXPECTATIONS: Demonstrates knowledge and understanding of COBOL programming, HP hardware and software, and REFLECTION terminal emulator. Able to setup and maintain HP Job Control Language (JCL) and perform programming runs using both batch and interactive processes. Successful performance of the job requires good customer service, people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

1. Maintains and supports all Data Processing users throughout the district to include analysis and development as well as trouble shooting in program problems.

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2. Designs and installs application programs.
3. Sets minimum equipment standards for program installation.
4. Performs inventory management to include procuring, accessing, and receiving inventory.
5. Provides Director of Data Processing with assistance in developing long-term DP goals.
6. Demonstrates knowledge and understanding of the following software packages: Reflection, MS Office Pro, and Word Perfect.
7. Evaluates and monitors DP equipment to optimize performance.

SUPERVISION EXERCISED: As assigned by Director, Data Processing

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: Other than those requirements listed above, the employee must have the ability to lift boxes containing computers and computer peripherals, including Data Processing forms.

TERMS OF EMPLOYMENT: 251 days

SALARY: Set by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 02-14-00