

Advanced System Programmer

Reports to:	Executive Director of Instructional Technology
Classification:	Classified
FLSA Status:	Not Exempt
Terms of Employment:	12 Months according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Advanced System Programmer's role is to provide high level programming services for all operations of the district. This would include but not be limited to designing, installing, maintaining and tuning production and test data bases while ensuring high levels of data availability, integrity, portability and interoperability between data bases. This position would also include maintaining specific servers for both software and hardware.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Advanced knowledge of Windows Server20xx, Linux, Unix, Informix, Exchange, SQL, IIS, C++, Perl, 4GL and other programming languages as well as data base software and data mapping/migration.
- Exceptional abilities at load balancing, clustering, scheduling, and caching procedures and processes.
- A strong working knowledge of relational data bases.
- Advanced experience designing, building, installing, configuring, and maintaining all manners of data base server hardware and associated network equipment including RAID, SCSI and I/O topology.
- Advanced experience with server performance tuning and monitoring tools.
- Advanced experience with TCP/IP and operating system configuration.
- Advanced knowledge of storage technologies.
- Advanced technical knowledge of current network hardware, protocols, and standards.
- Ability to research IT issues and products as required.
- Ability to present ideas in business-friendly and user-friendly language.
- Advanced understanding of database structures, theories, principals, and practices.
- Advanced knowledge of Microsoft Office products.
- Advanced experience with integration of data bases.
- Knowledge of data privacy practices and laws.
- Confer with appropriate colleagues.
- Assists users to solve operational problems.
- May train staff members on the use of various programs.
- Good written and oral communication skills.
- Strong technical documentation skills.
- Good interpersonal skills.
- Highly self-motivated.
- Keen attention to detail.
- Proven analytical, evaluative and problem solving abilities.
- Possess a customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Ability to prioritize and execute tasks.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree required, Master's Degree, preferred.
- Three years experience in similar technology positions.
- Experience in educational environments preferred.
- Knowledge of Sungard Public Sector software.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have expanded knowledge of computer hardware and software.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, the school community, and industry personnel.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand, climb, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files, paper, computers and servers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Revised: SY 2008-2009