

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### COMPUTER SYSTEMS ANALYST

**SALARY SCHEDULE: ADMINISTRATIVE – J**

**COST CENTER: INFORMATION SERVICES (9018)**

**QUALIFICATIONS:**

- Associate of Arts Degree in Data Processing.
- Minimum of five (5) years experience as a programmer or programmer / analyst using COBOL or RPG with some background in analysis and design.
- Comparable amount of training and experience may be substituted for minimum qualifications.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to meet and deal tactfully with personnel.
- Ability to plan and schedule computer software systems development.
- Ability to review related work for conformity to plans and directives.
- Knowledgeable in the areas of finance and human resources.
- Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

School Applications Support Supervisor

**JOB OBJECTIVE:**

To provide the technical and supervisory work in the design, development and implementation of District-wide computer software systems.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Consult with present and potential users of computer systems to determine needs. Evaluate customer initiated change requests for implementation.
- Research, analyze and design systems based upon requirements and needs.
- Work with selected software vendors in the development of or changes to computer systems as needed.
- Construct complex programming requirements for the development of software systems and determine the related equipment needs.
- Create complete job instruction lists as required.
- Ensure that all programming activities adhere to installation standards.
- Perform final testing of all system components as required.
- Provide data entry instructions, user instructions, system documentation and assist in training as required.
- Assign programming staff needed to accomplish tasks and construction of programs.
- Update and maintain skills needed to keep abreast of changes and requirements.
- Prepare all required reports and maintain all appropriate records.
- Exhibit support for the District's vision, mission, goals and priorities.
- Maintain confidentiality regarding all school matters.
- Demonstrate initiative in the performance of assigned responsibilities.

## **COMPUTER SYSTEMS ANALYST(Continued)**

- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain positive relationships with staff and vendors.
- Communicate effectively with staff and vendors.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 07**