

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Programmer/Analyst**

Reports to: Applications Development Manager; Information & Technology Services

### **POSITION SUMMARY**

Supports all aspects of the Oracle E-Business Suite and designated Enterprise Applications subsystems, including analysis, design, coding, testing, debugging, deployment, and maintenance.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 20% Collaborate with District stakeholders to determine mapping of business processes onto information systems. Analyzes business requirements and design systems to support those needs. Review specifications for completeness and feasibility. Refine specification with user community prior to implementation.
- D 20% Code, modifies, debugs programs based on provided specifications.
- D 35% Resolves problems reported by and special requests from end-users with existing production systems.
- W 5% Review projects in progress and completed assignments for accuracy, efficiency, maintainability, and adherence to established standards. Engage in knowledge transfer and cross-training between skills and applications.
- Q 3% Review documentation for new software releases and work with users to determine impacts and modifications necessary.
- Q 5% Assist in development and keep current the Enterprise Applications standards, programming procedures, and techniques. Act as senior technical consultant to the systems and programming staff and to others outside the organization.
- Q 5% Generate test data for testing applications systems. Plans, prepares, and conducts system level testing. Analyzes test results to detect technical or logical errors. Maintains test system for future quality assurance testing.
- M 2% Advise and consult on projects outside the team and throughout the District.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Computer Sciences, Management Information Systems, Engineering, Mathematics, or related field of study, or equivalent experience and training.

## **MINIMUM EXPERIENCE**

Three years experience in programming using relational database technology and Oracle application development tools, including SQL, Oracle Forms, Oracle Reports, and Oracle Discoverer. Experience with multiple programming methodologies.

Two years experience designing and developing new systems in accordance with a software development life cycle methodology. Demonstrated experience in system design and structured analysis.

Working knowledge of UNIX and/or Linux operating systems and UNIX shell scripting.

Experience supporting Accounting, Human Resources/Payroll, or Education Systems preferred.

## **SKILL REQUIREMENTS**

Oracle E-Business Suite

Web development, preferred

TCP/IP and HTML, preferred

Excellent verbal and written communication skills

Project management/multi-tasking skills

Strong organization, analytical, problem solving, and prioritizing skills

## **GENERAL EXPECTATIONS**

Has a customer-service orientation and attitude.

Able to work under high stress conditions, including frequent emergency information service requests requiring over time commitments.

Able to keep current with evolving technologies applicable to business & a K-12 school environment.

Able to work cooperatively with administrators and co-workers, as well as independently.

Able to understand and follow complex oral and written instructions.

Able to effectively communicate with the school district community.

Maintain a generally positive attitude.

Observe all District policies and procedures.

**LICENSES OR CERTIFICATION** – Valid Colorado Driver’s License

**ESSENTIAL ENVIRONMENTAL DEMANDS** - Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Occasional travel throughout 900 sq mi school district, requiring personal vehicle.

Occasional lifting of 10 -20 pounds.

Frequent bending, stooping, walking, crawling, standing, kneeling, squatting, reaching, and sitting.

**SUPERVISORY DUTIES** – None.

**WAGE SCHEDULE** – Prof/Tech Range 5

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.