

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Programmer (Web)

Reports to: Applications Development Manager; Information & Technology Services

POSITION SUMMARY

Participates in the analysis, design, coding, testing, debugging, deployment, and maintenance of the data analysis and reporting tools used with the Oracle E-Business Suite system and/or designated District Web Portal subsystems.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 15% 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 30% Code, modifies, debugs programs based on provided specifications.
- D 20% Resolves problems reported by and special requests from end-users with existing production database and/or web portal systems.
- W 5% Assists in reviewing 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 10% Advise in development of and assist in execution of end-user test plans for new programs and updates to existing systems. Review test results and resolve issues discovered.
- Q 5% Assist in development and keep current the Enterprise Applications standards, programming procedures, and techniques.
- 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 5% 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, or related field of study, or equivalent experience and training.

MINIMUM EXPERIENCE

Demonstrated experience in programming using relational database technology and/or web development.

Demonstrated experience in Microsoft Office and other common productivity applications.

Two years experience of web development, deployment and support to include advanced training in raw html, java cgi, and both Apple and Apache web servers preferred.

Demonstrated experience working with the Oracle E-Business suite system preferred.

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

SKILL REQUIREMENTS

SQL and a SQL-based reporting tool (Oracle Reports, Crystal Reports, etc.), PL/SQL
Oracle Discoverer, general UNIX knowledge and Perl/shell scripting
Excellent verbal and written communication 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 2

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.