

<b>Job Title:</b>	Programmer/Analyst	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Student Systems Manager/Web and Business Solutions Manager	<b>Pay Grade:</b>	505
<b>Dept. /School:</b>	IT	<b>Date Revised:</b>	June 14, 2021

**Primary Purpose**

Provide program development and support for District computer systems and software applications. Plan, design, develop, test, and document computer programs, applying knowledge of programming techniques and computer systems.

**Qualifications****Education/Certification**

Bachelor's Degree in Computer Information Systems, Business or related field and two (2) years programming experience

*OR*

High School Diploma and five (5) years programming experience.

**Special Knowledge/Skills**

- Knowledge of database management software and applications development tools
- Knowledge of computer application design, development and implementation
- Strong analytical skills to detect and resolve problems in application software
- Knowledge of standard business practices and procedures
- Knowledge of web-based development
- Knowledge of SQL
- Ability to work independently or as a team member
- Excellent verbal communication and writing skills
- Strong organizational and interpersonal skills

**Major Responsibilities and Duties**

1. Prepare flowcharts and diagrams to illustrate sequence of steps a program must follow and to describe the logical operations involved.
2. Convert project specifications, using flowcharts and diagrams, into sequence of detailed instructions and logical steps for coding into language processable by computer, applying knowledge of computer programming techniques and computer languages.
3. Perform phases of software development, including analysis, design, writing and modifying code, testing and implementation.
4. Conduct detailed systems analysis to define software requirements.
5. Ensure that developed designed software meets technical and user requirements.
6. Write code according to specifications to create software that is effective and easy to maintain.
7. Create, maintain, and update technical manuals and documentation for internally and developed software.
8. Analyze, review, and modify program to increase operating efficiency or adapt to new requirements.

**Database Administration**

9. Ensure the integrity, safety, and confidentiality of District information.
10. Develop and execute special reports, queries and extracts for internal and external entities.
11. Identify application-related problems and recommend solutions.

**Application Support**

12. Recreate steps taken by user to locate source of problem and update program to correct errors.
13. Provide staff and users with assistance solving computer related problems.
14. Train and support district staff to work with computer systems and programs.
15. Coordinate with third-party software and external vendors on District applications.
16. Provide programming-related support for administrative applications (i.e., student, payroll, finance, personnel, etc.).

- 17. Communicate with administrative and clerical personnel to determine processing needs, clarify requests, develop solutions, and provide technical assistance.
- 18. Coordinate business-systems-related issues with regional educational service center staff, including identification of and assistance with the resolution of program problems, design of systems enhancements, and implementation of system enhancements.

**Additional Responsibilities**

- 19. Compile, maintain, and file physical and computerized reports, records, and other documents required.
- 20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 21. Keep abreast on changes in technology and apply new knowledge to the job.
- 22. Assume responsibility for professional growth.
- 23. Receive and process Open Record Request for information to the Human Resources Office.
- 24. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.