

JOB DESCRIPTION

Job Title Systems Analyst/Developer
Reports to Technology Manager
Dept/School IT

Job Title Code 182410
Wage/Hour Status Exempt
Pay Grade 505
Date Revised March 06, 2025

Primary Purpose

Support district technology systems, applications and software solutions. Design build and maintain custom district applications and resources to optimize district operations. Manage systems integration, data analytics, business intelligence, reporting and process improvements.

Education/Certification

- Bachelor's degree in computer information systems, technology or related field

Special Knowledge/Skills

- Strong analytical, problem-solving, and project management capabilities
- Excellent communication and interpersonal skills for cross-functional teamwork
- Ability to manage multiple priorities, adapt to change, and maintain customer-focused service
- Skilled in Microsoft Office Suite, Google Suite, SharePoint, LMS, and content management systems
- Creative thinker with a proactive mindset and commitment to continuous learning
- Knowledgeable in application development, SQL, data analysis
- Strong Knowledge of business Processes, workflow administration and systems integration
- Experience in web-based development, SQL and application security

Experience

- Two (2) years of application design and development

Major Responsibilities and Duties

1. Design, Develop, and enhance applications, web platforms and tools to support department needs.
2. Develop visualizations, reports, queries, and extracts for internal and external entities.
3. Administer Microsoft 365 Platform, with ability to troubleshoot system settings and end user issues within the Microsoft Platform.
4. Assist with the processing of open record requests in a timely manner.
5. Develop, document and revise system.
6. Communicate with administrative and clerical personnel to determine processing needs, clarify request, develop solutions, and provide technical assistance.
7. Train and support district staff to work with computer systems and programs.

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. Occasionally prolonged and irregular hours. Frequent districtwide travel; Work with frequent interruptions.

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: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with 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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.