

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Programmer/Analyst
Reports To: Data-Base Administrator, Information Systems
Supervises: As Assigned

Minimum Eligibility Requirements:

Holds a Bachelor's Degree in Computer Science from an accredited institution and a minimum of two (2) years of programming experience, **OR** Associate's Degree in Computer Science from an accredited institution and a minimum of four (4) years of programming experience, **OR** A minimum of six (6) years programming experience.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to effectively present information to administrators, public groups/community, and School Board.

Reasoning Ability:

Ability to implement and maintain advanced software applications.

Other Skills and Abilities:

Proficiency in high-level programming languages.
Proficiency in file structures, database utilities and control languages.
Proficiency in IBM iSeries equipment and peripherals.

Physical Demands:

While performing the duties of this job, the employee must have good vision.
Ability to work at a station for an extended length of time; typing ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is moderate.

Job Goal:

Analyze specific application software requirements; oversee the development, implementation and maintenance of software application in an accurate and timely manner; train users; document application area(s).

(over)

Essential Duties and Responsibilities:

1. Analyze existing software application, process and procedures in area of responsibility.
2. Analyze new and proposed applications
3. Develop, implement and test software applications
4. Document software applications and procedures
5. Maintain knowledge of current procedures and software applications in assigned area of responsibility
6. Maintain knowledge of current state reporting requirements
7. Assist with training of computer system users and computer system operators
8. Assist computer system users to optimize computer applications and usages
9. Maintain knowledge of operations systems and computer languages
10. Familiarizes self with new applications and computer languages
11. Maintain professional ethical standards; maintain high level of professional development/knowledge
12. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge
13. Performs other such duties as may be assigned by the Administrator or the Board.

Length of Employment:

Twelve months.

Salary:

Based on the adopted salary schedule for Professional/Technical personnel pay grade 3.

Evaluation:

Annual evaluation conducted by the Information Systems administrator in accordance with School Board policies and State Laws.

Review and Agreement:

Name of Employee

Social Security Number

Supervisor

Date

cc: Incumbent
Supervisor