

**JOB DESCRIPTION****Job Title:** *System Programmer Analyst (5809)***Job Summary:**

The job of System Programmer Analyst was established for the purpose/s of developing repeatable processes to assist with managing and maintaining the application servers and application server functionality for the Tulare County Office of Education (TCOE). This position reports to the position(s) of Software Development Manager and/or Director of Information Systems (IS). The primary duties are developing automation processes to assist with creating, maintaining and securing the development environments on application servers, and assisting the programmers to achieve a common method of introduction, modification and deployment of software. This position will define, develop and maintain repeatable processes to assist the programmers' interaction with application servers. The duties may also include facilitating the development, installation and/or implementation of various software applications including web-based, personal computer-based, mobile-based and/or 3rd party. Incumbents may share responsibility for more than one application system and/or may function as a project leader during development, implementation and/or maintenance.

**Essential Functions:**

- Implements software application deployment, implementation and production environments for the purpose of software platform standardization for TCOE development needs.
- Leads/Develops/Maintains software projects including web-based applications, windows-based applications, integration applications and services for the purpose of facilitating TCOE operations.
- Provides support on in-house software packages for the purpose of training/educating TCOE staff.
- Works with other Information Systems and/or TCOE staff for the purpose of developing software requirements, designing and testing documentation for TCOE applications.
- Writes/Maintains system and infrastructure documentation as needed for the purpose of facilitating TCOE functionality.
- Works under the direction of the Director of Information Systems or the Software Development Manager for the purpose of ensuring a common, consistent, extensible programming platform for development and maintenance.
- Assists with software and hardware specifications, implementation and maintenance related to application platforms for the purpose of ensuring operational efficacy and consistent methods for the development staff.
- Works closely with System Analyst and Network Analyst for the purpose of sharing technologies, providing redundancy and ensuring no duplication of work.
- Collaborates with the acting DBA to support TCOE's SQL databases for the purpose of ensuring data security, viability and recovery of TCOE's electronic information.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - organize materials;
  - utilize computers effectively;
  - utilize computer software programs effectively;
- **Knowledge of:**
  - current development, language & platform technologies;
  - networking techniques (intermediate level);
  - Windows Server platforms is essential, Powershell is desirable;
  - Virtual Environments (VMWare, Hyper-V, etc.) is desirable;
- **Ability to:**
  - read and understand complex documentation;
  - communicate, orally, and in writing;
  - maintain and regulate the application-oriented servers for all of TCOE;
  - define, maintain and secure the development environments on application servers, assisting the programmers to achieve a common method of introduction, modification and deployment of software;
  - design and develop n-tier software applications utilizing platforms such as VB6, .Net, C# and current platforms;
  - administer, design, develop and secure database technologies using industry standard SQL technologies;
  - read and understand complex documentation.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Job-related experience within specialized field with increasing levels of responsibility.
- Five years' experience as a programmer in application design, implementation and support.

**Education Required:**

- Bachelor's degree in job-related area or two years of verifiable experience as a programmer can be substituted for each year of formal education.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**January 2017**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.