# SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

## PROGRAMMER II -- SYSTEMS

### JOB DESCRIPTION

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| **JOB CODE:** | 650221, 820221 | **BARGAINING UNIT ELIGIBILITY:** | No |
| **FLSA:** | Exempt | **PAY GRADE:** | 30 |
| | | **SALARY SCHEDULE:** | Professional/Technical |

**QUALIFICATIONS:**
- (1) Bachelors degree from an approved accredited educational institution in computer science or related field; and
- (2) Minimum of three (3) years experience in application integration and systems design; or
- (3) An equivalent combination of education and experience is acceptable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

In-depth knowledge of basic operating systems, concepts, demonstrated abilities in performance of operating systems maintenance and fine tuning. Ability to communicate clearly and concisely, both orally and in writing. Thorough knowledge of the application of major types of data processing equipment. Ability to build and maintain servers for a large-scale web site. Knowledge of Dell Blade Servers. Ability to establish and maintain effective working relationships with school and district staff, administrators and outside agencies.

**REPORTS TO:**

Manager -- Technical Support

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### JOB GOAL

To provide for accessibility, efficiency and integrity in the application/operating systems by utilizing in-depth knowledge of systems software, applications software, and user requirements.

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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**
- *(1) Perform all duties in compliance with departmental standards.
- *(2) Maintain a general working knowledge of all current and proposed operating system software and the long-range departmental goals to anticipate and plan for software modification.
- *(3) Assist in developing, implementing, and maintaining system software and hardware programs and procedures to insure security, availability, and integrity for software and database.
- *(4) Assist in designing and implementing software and hardware changes as required.
- *(5) Actively participate on operating system design and implementation.

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*(6)    Provide technical assistance through problem determination and solutions in support of the production and development environment.

*(7)    Provide technical assistance to staff in the use of the software facilities through formal training sessions, documentation and recommendation and participation.

*(8)    Assist in the evaluation and recommendations for the selection and use of hardware and software.

*(9)    Restore data required to servers.

*(10)    Cover Helpdesk, as needed.

*(11)    Cover Operations, as needed.

*(12)    Assist users with publishing their web pages, as needed.

*(13)    Teach users about certain computer functions such as email, as needed.

*(14)    Provide technical documentation.

*(15)    Adhere to applicable safety standards.

*(16)    Attend all staff meetings and workshops.

*(17)    Assist with maintaining a clean and orderly environment.

*(18)    Be knowledgeable of and adhere to Board policies and departmental procedures.

*(19)    Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

*(20)    Demonstrate initiative in identifying potential problems or opportunities for improvement.  Keep supervisor informed of potential problems or unusual events.

*(21)    Demonstrate initiative in the performance of assigned responsibilities.

*(22)    Demonstrate support for the school district and its goals and priorities.

*(23)    Exhibit interpersonal skills as an effective team member.

*(24)    Follow attendance, punctuality and proper dress rules.

*(25)    Maintain confidentiality regarding school/workplace matters.

*(26)    Maintain expertise in assigned areas.

*(27)    Manage time efficiently.

*(28)    Model and maintain high ethical standards.

*(29)    Participate in cross-training activities as required.

*(30)    Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

*(31)    Prepare all required reports and maintain all appropriate records.

*(32)    Represent the District in a positive and professional manner.

*(33)    Respond to inquiries and concerns in a timely manner.

(34)    Perform other duties as assigned.

*Essential Performance Responsibilities*

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 12**

Adopted: 10/19/10
Revised: 8/15/17