

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Software Developer I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-51/CSEA 125 Salary Schedule

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**(Former Classification: Programmer Analyst I)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, develop and implement applications working closely with a supervisor or lead personnel; perform activities required to analyze, develop, implement, install, support, maintain, patch, troubleshoot, and upgrade software on specific operating systems, utilities, and enterprise applications to provide reasonable, timely delivery of professional services to the District in support of students learning at a high level.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Assist in the analysis and development of requirements for administrative activities and system proposals to provide quality options to improve programs and systems to meet the needs of the District. *E*

Prepare written technical documentation, training materials, standards, reports and other documents as assigned. *E*

May assist in the installation, patching and maintenance of computer operating systems, programs, and general purpose utilities in a reasonable, timely manner to meet the needs of students and staff. *E*

De-bug production errors reported by users and make appropriate corrections to ensure proper operation. *E*

Learn new operating systems, utilities and languages and remain current with computer technologies. *E*

Design and develop detailed specifications and reports. *E*

Assist in developing, writing and presenting system proposals; write, modify and test simple to slightly complex computer programs to ensure proper execution and implementation of programs for the efficient and effective operation of the District. *E*

Develop controls and testing procedures to ensure accuracy and auditability of implemented systems. *E*

Discuss user problems and test possible solutions, contacting software vendors as necessary to troubleshoot problems. *E*

Provide training and clear directions to staff and users; prepare and instruct in-service sessions regarding assigned programs; travel to users' site as necessary to provide technical support as needed. *E*

Add, update, and modify project information on the IT Department's standard project planning tool or software. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in information systems, computer science or related field including or supplemented by courses in systems analysis and programming and one year of professional experience in systems development and/or applications programming.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; Microsoft Certified Technical Specialist (MCTS) or Microsoft Certified Application Developer (MCAD) or equivalent or ability to obtain within one year.

Special Requirement:

This position may work additional assignments including evenings and weekends to accommodate testing, support, maintenance and potential call back duty responsibilities.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Project and program planning techniques, scheduling and control.  
Capabilities, operation and utilization of computer systems and related equipment.  
Systems and procedures analysis and development.  
Applicable computer language, programming environments and operating Systems.  
Interpersonal skills using tact, patience and courtesy.  
Management information systems.  
Spreadsheet and word processing systems.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Learn and use new programming languages and operating systems.  
Perform systems analysis activities including the development of cost efficient, auditable, and secure systems.  
Design forms, develop testing techniques and test computer programs and systems.  
Assist users in determining their needs.  
Install and operate various computer hardware and software applications  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Communicate, understand and follow both oral and in written directions effectively.  
Troubleshoot and solve problems quickly and accurately.  
Plan, prioritize and schedule work to meet schedules and timelines.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor environment; extended viewing of computer monitors; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to perform activities; hearing and speaking to exchange information; lifting to move computer equipment; dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files and equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

***E= Essential Functions***