FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Systems Programmer	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Information Technology	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**WORK YEAR:**	Varies
BOARD APPROVAL:	March 24, 2010	**SALARY:**	G-60/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, install, analyze, develop, modify, implement and maintain system software for efficient use in computer systems to provide reasonable, timely delivery of professional services to the District.

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.)

Install, analyze, develop, modify, implement, customize and maintain manufacturer-developed or departmentally-developed system software packages to fit the specific requirements of the District in support of providing students and staff high quality and up-to-date technological services. *E*

Organize, develop, modify, implement and maintain software required to support the hardware system. *E*

Assist programmer analysts and operations personnel in solving programming problems in a reasonable, timely manner; make effective use of computer hardware and software to support the effective operation of the Information Technology department. *E*

Provide detailed instruction on new software to software developers to ensure comprehension of new products to better support sites and departments. *E*

Prepare in a reasonable, timely manner programs for new or additional software and for using new or modified programming languages. *E*

Plan, order, analyze, test and maintain data communication software including transmission control protocol/internet protocol, simple mail transfer protocol and file transfer protocol to ensure proper transfer of information throughout the District. *E*

Prepare for and assist in the interoperability between disparate systems. *E*

Contact vendors regarding software and equipment problems. *E*

Evaluate user needs; provide training to staff as needed in support of providing reasonable, timely delivery of professional services. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or closely related field and three years systems programming experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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:
Principles of systems analysis.
Operating systems and programming languages used by the District.
Mainframes, personal computers, LANs, WANs and convergent technologies.
Interpersonal skills using tact, patience and courtesy.
Word processing and spreadsheet applications.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Plan, organize and coordinate programming and software support projects and specifications.
Train and provide clear direction to others.
Review, maintain and enhance existing computer applications and system software programs.
Analyze and design new computer applications and programs.
Research, identify and resolve system procedures and problems.
Design test data to ensure complete testing of software applications and effective operation of
   programs.
Design and install computer software applications.
Respond to system users and answer questions regarding software application use.
Research, identify and resolve system procedures, problems and malfunctions.
Analyze system requirements and establish system procedures.
Communicate with and understand user needs and systems requirements.
Read, understand, explain and implement technical material from manuals and journals.
Analyze and troubleshoot situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and written directions effectively.
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:
Office and computer systems environment; occasionally subject to noise from office and computer operations; extended viewing of computer monitor; contact with dissatisfied individuals.

PHYSICAL ABILITIES:
With reasonable accommodations, if necessary, sitting and standing for extended periods of time; seeing to observe monitor and to respond to computer malfunctions; hearing and speaking to communicate with users; dexterity to operate computer and other office equipment; lifting to move computer equipment; 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 and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions