Little Rock School District
JOB DESCRIPTION

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Position Title: Programmer Analyst I - Info Services

Prepared Date: 01/11/2022

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JOB GOAL:

To provide quality information systems and PC application support to a diverse LRSD user community. Employees at this level work as supervised assistants who create and maintain reports for multiple departments following well-defined procedures. They work under direct supervision of the Applications Development Group Coordinator. Works as a member of a programming team in a fast-paced educational environment.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 day) contract, Pay 802 Grade 16, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience.   **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's degree in Computer Science or related field from a four-year college or university.
2. Basic knowledge of databases and basic query syntax in any language
    - Coding follows standard practices and guidelines in the area, is effective and functional
3. Basic knowledge of Microsoft Word and Excel
4. Basic understanding of steps involved in seeing a project through from start to finish
5. Exhibits strong communication skills both orally and writing.
6. Demonstrates the ability to analyze a problem and develop a solution.
7. Knowledge of customer service methods and procedures
8. Ability to learn new technical material

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Creates and maintains Transact SQL code using Microsoft SQL Server.

2. Creates and maintains reports using Crystal Reports, Cognos, or any other report writing tool.

3. Responds to requests utilizing Microsoft Office Suite with basic knowledge of Excel and Word.

4. Understanding of basic reporting requirements such as gathering information, establishing data sources, and report design.

5. Provides high quality customer service to end users, both oral and written.

6. Works as a member of a programming team in a fast-paced educational environment.

7. Writes complete user documentation and program applications.

8. Assists with collecting and providing data for ADE for cycle reports 9 times a year.

9. Develops and maintain thorough documentation of project procedures.
10. Assists higher-level programmer analysts as directed.
11. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.