



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Programmer/Analyst III- Info services

**Prepared Date:** 05/09/2022

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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 under the direction of the Application Development Group Coordinator and function as an individual analyst who produces and maintains reports for multiple departments following well-defined procedures. They work with minimal direct supervision from the Application 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 18, 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. Possession of credentials required for Programmer Analyst II
3. 2.5 Years of work experience comparable to that gained as a Programmer Analyst II in LRSD
  - a. Including 6 months experience as a Programmer Analyst I in LRSD
  - b. Promotion to a Programmer Analyst III would only be awarded at the start of the fiscal year (July 1)
4. High Level knowledge and experience with the following systems: Transact SQL, Crystal Reports, Business Objects and Cognos.
5. Intermediate knowledge of Microsoft Excel and Word.
6. Advanced knowledge of how eSchool works and how to update a variety of data each year.
7. Exhibits strong communication skills both orally and writing.
8. Demonstrates the ability to analyze a problem and develop a solution.
9. Knowledge of customer service methods and procedures
10. Demonstrates ability to take initiative on solving a problem without constant direction from a supervisor.
11. Demonstrate stability of performance under pressure and/or opposition
12. 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



# Little Rock School District

## JOB DESCRIPTION

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. Utilizes Transact SQL to create table indexes and/or primary keys. May include but not limited to using cursors and/or loops, functions such as STUFF, REPLACE, and PATINDEX.
  - Coding is concise, well integrated and creative
3. Creates and maintains complex reports and conditional formatting, using Crystal Reports/Business Objects, Cognos, or any other report writing tool.
  - a. Crystal Reports: Ability to manage report security without assistance
  - b. Cognos: Ability to create various types of reports. Knowledge of prompt pages.
4. Create and run complex SSIS packages: moving files between servers, set up stored procedures to run on a schedule, FTP files to an offsite location, multi-step packages.
5. Responds to requests utilizing Microsoft Office Suite, create detailed documentation and/or instructions for end users including screen shots when necessary, formatting pages, and use sums and other basic functions in Word and Excel.
6. Performs all duties of a SIS Cycle coordinator including but not limited to gathering data need from users, running the cycle process from build to submission, contacting users to clean up errors, post submission process of saving files and reports.
7. Gather project requirements from end users and extrapolate the information to determine the project's scope and effectively create and manage timelines with limited supervision.
8. Writes complete user documentation and program applications
9. Assists with collecting and formatting data for ADE for cycle reports 9 times a year.
10. Assists with a variety of tasks/updates in eSchool as needed.
11. Develops solutions for a variety of problems that may arise with projects supported by the application development group.
12. Works in conjunction with web programmers to provide users tools for data collection.
13. Assists lower and higher-level programmer analysts as directed.
14. Multi-task or change tasks as the need arises with the ability to stay up to date on work with minimum supervision.
15. Develops and maintain thorough documentation of project procedures.
16. Provides high quality customer service to end users, both oral and written.
17. 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, use a telephone and write. Occasionally the employee



## Little Rock School District

### **JOB DESCRIPTION**

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.