

Killeen Independent School District Job Description

Job Title: Information Systems Developer
Department: Technology Services
Reports To: Information Systems Consultant
FLSA Status: Non-exempt

SUMMARY

The Information Systems Developers carry out support, analysis and development of Business, Student or System functions. The position's responsibilities include following specifications, creating processing procedures, documentation and training materials for supported area. It also includes communicating with both the Information Systems Analyst and Consultant of all activities within a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs advanced, highly complex programming involving development, maintenance, implementation and enhancement of programs, web-based applications and reports.

Analyzes and extracts data as needed for district, local, state, and federal reporting purposes.

Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks while working under general supervision. Achieves a degree of creativity and latitude.

Serves as a technical instructor which designs training objectives, class outlines, manuals, as well as design laboratory exercises for supported information systems.

Consults with campus and district-level personnel to identify current operating procedures and to clarify program objectives.

Participates in the testing process through test review and analysis of application software.

Researches and evaluates software/hardware to assist in programming or to use as program platforms.

Creates instructions and guidelines to perform the functions of the job.

Assists campus and district-level personnel with resolution of validation errors.

Collaborates with campus and district-level personnel to determine processing needs, clarify requests, and develop solutions.

Works with campus and district-level personnel to accomplish district timelines.

Troubleshoots and develops technical solutions related to software and setup errors for campus and district-level personnel.

Documents and monitors problems to ensure a timely resolution.

Creates, maintains and implements application profiles which ensure the security and integrity of KISD Information Systems data.

Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources.

Maintains familiarity with the operating system, applications software, and data management systems operated by KISD Technology Services.

Is knowledge of commonly-used concepts, practices and procedures within a particular field.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Computer Science, Information Systems, or equivalent area and one or more years of programming experience, or associate degree in Computer Science and three or more years of programming experience.

Experience with Databases required, SQL and Informix, preferred. Experience with report writing tools such as Crystal and COGNOS preferred. Experience with Web development tools such as HTML, Front Page, Dream Weaver, VB Script, Java Script, Cold Fusion, Visual Studio, .NET or asp, preferred. Experience with productivity tools such as MS Office Suite or HEAT call logging, preferred. Experience with operating systems such as MS Windows 2000 or UNIX, preferred. Experience with data management systems required, Pentamation, preferred.

Depending upon to which functional area the applications developer may be assigned, he/she must have experience with budget and purchasing processing, position control, transportation, PDAS, applicant tracking, benefits, cash receipts, finance accounting, employee tracking, inventory, safety, PEIMS and warehouse; or experience with student registration, attendance, medical, PEIMS, report card and UIL processing, AVID, IB, Comp Ed, dyslexia, TAG, discipline, grades, transcripts, and diploma plan.

OTHER QUALIFICATIONS

Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff, employees, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools. Ability to understand Board Policies and Administrative procedures. Ability to use a variety of operating systems to include UNIX and WINDOWS NT. Ability to work independently or in a team environment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet.

Revised Date: September 24, 2009

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.