

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Systems Applications Development Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9567	WORK YEAR:	12 Months
DEPARTMENT:	Technology Services	SALARY:	Range 74 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	03-28-12
		HR REVISION:	

BASIC FUNCTION:

Provide applications/web development and support for district information systems (e.g., student information, budget, personnel, and finance); develop information processing standards and long-range plans for district information systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Provide technical expertise in developing applications; develop tools to design, build, test, implement, and support applications; provide technical guidance and support to Application or Network Specialists. **E**

Provide technical expertise, knowledge, and long-range planning for information systems including students, finance, personnel, and others. **E**

Organize and provide necessary tools (e.g., project planning and documentation) to complete projects and initiatives. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide support and guidance for staff, district personnel, and the public; execute special assignments. **E**

Confer and work cooperatively with other Technology Services staff, district administrators, site personnel, department representatives, and members of the public regarding technical issues, operational factors, and costs related to information system decisions. **E**

Design and develop software and applications for use on different platforms (Windows, Apple, mobile operating systems) and compatible for use on mobile devices (iPhone or iPad) and other similar technologies. **E**

Design, interpret, and utilize data model tools, such as Entity-Relationship Diagrams (ERD), to describe data requirements and assumptions in the information system from a top-down perspective to include entities, attributes, and relationships. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries; operate a variety of office machines and equipment. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in information technology, computer science, a minimum of six years of experience in system analysis, design, development, testing, deployment, and support, and a minimum of four years of experience in SQL Server (T-SQL) programming. Experience in application/system analysis, design, programming, testing, and deploying.

Requires recent progressively responsible experience in information systems support, end-user support, cross-functional teams, and training duties. A proven record of accomplishment in successful application analysis, design, development, testing, and maintenance experience are required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Application design and development in different platforms (Windows, Apple, mobile operating system [iOS]).

Application design and development on mobile devices (iPad, iPhone).

System development methodologies (Systems Development Lifecycle, Agile, Waterfall).

System testing methodologies (unit testing, user acceptance testing, etc.).

Entity Relationship Diagram (ERD) design.

Structured Query Language (SQL) server database administration.

General computer and network architecture (Central Processing Unit [CPU], memory allocation, peripheral devices, I/O, etc.) in order to perform basic computer functions.

Methodologies for managing technical change on a proactive basis.

Problem solving skills.

Computer technology and its application in office automation.

ABILITY TO:

Design and develop custom web applications using .Net framework and programming languages, such as C#, Visual Basic Net (VB.Net).

Design and interpret data models to meet system requirements.

Program in Transact-SQL (T-SQL) (e.g., function, stored procedure, trigger) to solve complex tasks.

Analyze business requirements, and develop technical solutions.

Troubleshoot or debug existing systems.

Plan and organize work.

Provide good customer relations.

Communicate clearly and effectively, both orally and in writing.

Use commonly available office automation tools, such as spreadsheets, databases, work processing, presentation, and communications.

Work independently on complex assignments.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Maintain proper documentation, and prepare reports.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other technical equipment; see to monitor a variety of activities,

read various documents, and view a computer monitor; walk and stand to identify and diagnose computer software and hardware problems; lift, move, reposition, and connect computer systems, printers, monitors, and other network and workstation equipment components; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals; exposure to dust when equipment is installed or moved.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date