



## **Dist Coord 2 PT / Programming**

### **Purpose Statement**

The job of Dist Coord 2 PT / Programming is done for the purpose/s of developing and installing computerized alternatives to manual processes; converting data from project specifications and statements of problems and procedures to create or modify computer programs; analyzing workflow charts and diagrams; applying knowledge of computer capabilities, subject matter, and symbolic logic to solve problems; conferring with supervisors and department representatives to resolve questions of program intent, data input and output requirements, and inclusion of internal checks and controls; modifying existing computer programs; writing documentation and instructions for program users; adapting programs; and providing information and/or direction as may be required.

This job reports to Director of Technology

### **Essential Functions**

- Assists with analyzing current system capabilities, procedures and work flows relating to development projects for the purpose of evaluating impact and completing cost/benefit analysis.
- Attends a variety of meetings both within and outside of the District for the purpose of providing and/or gathering information relating to job functions.
- Collaborates with a variety of internal and external parties (e.g. programmers, programmer analysts, database administrators, users, government agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Develops program code, user interfaces, application and user documentation (e.g. Power School, Lunch Box, Special Education programs, etc.) for the purpose of providing computerized alternatives to manual processes.
- Implements software applications for the purpose of providing access to computerized alternatives to manual processes.
- Maintains existing programs (e.g. date mandated reporting changes, data source changes, additional fields, etc.) for the purpose of ensuring ongoing availability of information to meet mandated requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of materials (e.g. reports, memos, procedures, project documentation, flow charts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of recommending products that meet district requirements for capabilities and costs and providing technical assistance to district staff.
- Responds to user requests for reports and program enhancements for the purpose of evaluating feasibility and complying when possible.
- Tests application software for the purpose of ensuring that product matches defined requirements and expected functionality.
- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing operating systems and application software.

- Troubleshoots existing application software for the purpose of identifying and resolving issues; providing user training or referring to other resources for resolution.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating procedures for computer and related peripheral equipment; industry standard programming languages and systems development protocols; and computer software and networking terminology.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; working with frequent interruptions; and working flexible hours.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Certificates and Licenses**

Apple Certification

**Continuing Educ. / Training**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Level 2