



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Analyst - IT, Systems
FLSA Status: Exempt
Salary Grade, if non-union: SG20
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform advanced and complex technical work in analyzing, designing, developing, maintaining, and improving software application systems in the school district.

Essential Functions of this Job

Generates software specifications based on user input and analysis of requirements. Plans, designs, and builds new or revised software applications according to specifications. Acts as a technical resource for Senior Programmer Analysts and Programmer Analysts. Leads operational task forces of other technical staff to accomplish short-term goals. Maintains technical documentation regarding software applications. Maintains liaison with users. Interfaces with other technical staff to coordinate planned changes to software applications. Conducts unit testing to ensure compliance with specifications. Evaluates operational systems and recommends improvements. Monitors and provides technical assistance in implementation of new systems.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Expert knowledge of systems analysis and programming. Considerable knowledge of mathematics, statistics, logic, and formal principles of reasoning. Ability to interpret specifications and plan, design, and build software. Ability to generate detailed specifications based on the needs of all stakeholders. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective work relationships with others. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree in Computer Programming, Computer Science or a related field, or equivalent verifiable experience. Two or more years of experience in systems analysis and programming or equivalent training and experience.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams.

Physical Environment:

Requires light work indoors, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Local Code: 0588
EEO5: 43
Approval Date: 2004-04-13
Date Last Revised: 2014-05-28

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.