Senior Programming Analyst

Position Details

Class Code: 1472
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, provides analytical and programming support to professional/technical staff; designs and modifies applications systems; performs programming and administrative services for multiple computer platform applications.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conducts feasibility studies and develops system, time, equipment, and cost requirements.
2. Simulates hardware/software problems and tests/evaluates alternative solutions; recommends and implements appropriate applications designs utilizing computer generated techniques.
3. Develops program logic and processing steps; codes programs in various languages.
4. Plans and develops test data to validate new or modified programs; designs input and output documents.
5. Troubleshoots hardware and software problems, as needed, for school/department staff, other agencies, and Information Systems personnel.
6. Writes program documentation/instructions and assists users in implementing new/modified applications; tracks and evaluates project and systems progress.

7. Writes utility programs to validate and support adopted systems.
8. Confers with school/department staff regarding assigned functional program areas.
9. Ensures usability by soliciting user feedback on program designs, functionality, and testing; maintains communication with end-users to ensure systems continuously meet expectations.
10. Maintains records; prepares periodic and special reports of work performed.
11. Conforms to safety standards, as prescribed.
12. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Performs a full range of systems analysis and programming responsibilities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of system analysis and design procedures/techniques.
2. Knowledge of computer programming principles, techniques, and procedures for school/department applications.
3. Knowledge of batch/online, form, and document design techniques.
4. Skill in job planning, prioritizing, and scheduling techniques.
5. Knowledge of basic accounting, statistical, business, administrative, and office procedures.
6. Ability to develop new or modified programs to meet customer school/department needs.
7. Ability to analyze system requirements and select appropriate hardware/software.
8. Ability to develop logical procedures, code steps into programming instructions, and develop program design validation tests.
9. Ability to troubleshoot hardware/software problems, and debug programs/applications.
10. Ability to learn operating principles/characteristics of various Clark County School District computers and associated hardware.
11. Ability to prepare clear/concise program documentation, user procedures, reports of work performed, and other written materials; assists in developing training materials/programs.
12. Ability to install and use various software packages.

13. Ability to exercise independent judgment within established procedural guidelines.
14. Contributes to the unit's efficiency and effectiveness in serving schools/departments by actively directing, participating, and providing input in team efforts.
15. Ability to maintain current knowledge of technology and new computer applications.
16. Ability to coordinate multiple projects and meet predetermined deadlines.
17. Ability to work flexible hours or shifts.
18. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
Bachelor's degree in a related field (i.e., mathematics, computer science, management information systems), and two (2) years of professional experience in systems analysis and developing large computer applications using high-level programming languages; or,

Associate's degree in a related field (i.e., mathematics, computer science, management information systems), and four (4) years of professional experience as described above; or,

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.); and six (6) years of professional experience as described above.

Licenses and Certifications
A valid driver's license or state-issued identification card.

Preferred Qualifications
None Specified.

Document(s) Required at Time of Application
1. Copy of a valid driver's license or state-issued identification card.

2. High school graduation transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
3. College transcript(s), if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District Central Information Systems Department and travel to and from schools and other District office settings.

Work Environment

Strength

Medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, modems, telephones, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/31/23
- Created: 02/24/00