

Senior Systems Analyst

Position Details

Class Code: 1509

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for project management activities; provides leadership in application systems development, maintenance, enhancement and support cycles; initiates, recommends, and assists in directing implementation of information processing systems for schools/departments.

Essential Duties and Responsibilities

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

1. Plans, schedules, and reviews the work of applications programming staff.
2. Trains staff in work procedures and provides technical assistance in difficult situations as required.
3. Confers with schools/departments to review automation needs and assists in formulating requirements; prepares feasibility studies, evaluations, and project plans to implement approved systems.
4. Designs and analyzes system requirements; develops system and programming specifications for staff and contract programmers.
5. Schedules all ongoing maintenance activities for assigned systems; reviews problems encountered by end users; analyzes efficiency of current system/procedures and schedules modifications.

6. Tracks project status and reviews work in progress to assure conformance to plans and programming standards.
 7. Provides input into the evaluation of assigned staff.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves project management, development, and applications system support; responsible for day-to-day leadership of programming and analysis staff. This class is usually assigned specific applications.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of employee supervision principles/practices including work planning, organization, performance review/evaluation, training, and discipline.
2. Knowledge of project management principles and practices.
3. Knowledge of principles, practices, and methods of computer programming, systems analysis, and computer application development.
4. Knowledge of programming languages used in Clark County School District software and applications.
5. Knowledge of computerized equipment capabilities.
6. Knowledge of work process evaluation techniques for computer applications.
7. Knowledge of technical report preparation principles, including computer research and analysis techniques.
8. Knowledge of team development principles including employee motivation and group dynamics.
9. Ability to manage applications projects and coordinate resources.
10. Ability to analyze computer systems/procedures and make sound recommendations for new applications.
11. Ability to review and analyze computer customer needs and develop effective hardware/software solutions.
12. Ability to install and use various software packages.
13. Ability to develop detailed programming specifications and write complex computer programs.

14. Ability to prepare clear and concise reports, documentation, and other written materials; maintains organized and accurate records of work performed; assists in developing training materials/programs.
 15. Ability to exercise independent judgment within established procedural guidelines.
 16. Ability to supervise, train, and evaluate assigned staff.
 17. Contributes to the unit's efficiency and effectiveness in serving District staff by actively directing, participating, and providing input in team efforts.
 18. Ability to maintain current knowledge of technology and new user applications.
 19. Ability to coordinate multiple projects and meet predetermined deadlines.
 20. Ability to work flexible hours or shifts.
 21. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
 22. Ability to recognize and report hazards and apply safe work methods.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

Bachelor's degree in a related field (i.e., mathematics, computer science, management information systems), and four (4) years of experience in the development of large computer applications using various high-level programming languages; or, Associate's degree in a related field (i.e., mathematics, computer science, management information systems), and six (6) years of experience as described above; or, High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.), and ten (10) years of experience as described above.

Licenses and Certifications

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

Preferred Qualifications

Supervisory experience.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school 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.
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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

Sedentary to medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; or 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity and occasional far acuity. 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: 07/01/00