



Job Title: Application Programmer

Department: Information Systems Services
Reports To: Director of Applications Development
Grade: BI-06
Number of Days: 12 Months
Security Access: ESC
Current Date: October 9, 2013
Overtime Status: Exempt

Position Summary:

- Includes design, implementation and support of administrative and instructional applications on multiple platforms. Includes, but not limited to, system management, problem management and resolution, vendor management and support, release levels, costs, enhancements and documentation.
- Works with key users and groups with leveraging applications to improved business processes.

Minimum Qualifications/Job Requirements:

Education:

- Bachelor of Science degree or equivalent work experience.

Specialized Knowledge, Licenses, etc:

- Large project implementation experience.
- Leverage enterprise and Cloud-based application delivery models.

Experience:

- At least 5 years in application support role providing technical assistance.

Physical Requirements (If Applicable):

- Must be able to lift 50 lbs.

Other:

- Excellent communication and documentation skills required.
- Training experiences a plus.
- ITIL experience

Customer Contacts (Internal and External):

- Administrators, principals, teachers, and support personnel.
- Vendors and contractors.

Essential Job Functions:

- Maintain administrative and instructional applications to ensure high level of availability and keep in vendor support windows.

- Acts as a liaison between users and vendors.
- Create and maintain workflows to improve the delivery and consistency of data and services.
- Other task as assigned.

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