SYSTEM ANALYST

GENERAL RESPONSIBILITIES
Under the leadership of a Team Leader, the position is responsible for the analysis, design, development, testing, implementation, maintenance support of and training for division’s information systems.

ESSENTIAL TASKS
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, design, develop, test and deploy new applications and enhancements to existing applications.
- Meet and collaborate with decision makers, systems owners, and end users to define business requirements and systems goals, and identify and resolve business systems issues.
- Ensure compatibility and interoperability of in-house computing systems.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- Conduct research on hardware and software products to justify recommendations and to support purchasing efforts.
- Create systems models, specifications, diagrams and charts to provide direction to system programmers.
- Coordinate and perform in-depth tests, including end-user reviews, for modified and new systems.
- Provide orientation and training to end users for modified and or new systems
- Perform related tasks as needed.

KNOWLEDGE, SKILLS AND ABILITIES
Must have proven experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products. Prior experience with systems such as K-12 student information system, teacher grade book, human resources, payroll, accounting, and procurement systems is preferred. Comprehensive knowledge of systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operation management.

EDUCATION AND EXPERIENCE
Bachelor’s or Master’s Degree in the field of computer science, information science, management information systems, or business administration and seven (7) years related work experience.

PHYSICAL REQUIREMENTS
None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS
Possession of a valid driver’s license

FLSA status: Exempt
Description: Rev. 5/17