



# Dallas County Schools

Strengthening Education Through Service

## JOB OPENING

**Position:** Systems Analyst/Programmer – Mid Level Developer  
**Reports To:** Chief Technology Officer  
**Location:** Administration Building  
**Salary Range:** Up to \$90,000 (Commensurate with Knowledge and Experience)

### Position Requirements:

#### **Special Knowledge/Skills:**

- Professional business communication and interpersonal skills both oral and written
- Effective organizational skills with the ability to multi-task
- 5+ yrs design, development or technical solutions for large ecommerce or web projects as it pertains to enterprise application integration
- 2+ yrs .Net development using .NET 2.0 framework or greater
- 2+ yrs writing complex stored procedures SQL Server environment
- Experience with Terminal Services, XML Editors, Log File Editors and Databases
- Tools: Visual Studio, Visual Source Safe, IIS, CVS
- Database: SQL Server (required). Oracle and/or MySQL a plus
- Languages: Microsoft – C#, ASP.Net, ADO.Net, Visual Basic, HTML, VB.Net, HTTP, AJAX DHTML, CSS, JavaScript, Classic ASP
- Platforms: Windows NT, 2003, SQL 7.0, SQL 2000
- Other Experience: SharePoint Portal Server, Commerce Server, Client Side Scripting, XML-HTTP or SOAP, MS Active Directory, Socket Application Development are a plus

#### **Education and Experience:**

- Associate Degree in MIS, Computer Science or equivalent

#### **Other:**

- Certificates: MCDBA, MCAD, MCSD or related work experience
- Good attendance record
- Clear criminal record

**Application and Resume must be submitted to the  
DCS Human Resources Office  
612 N. Zang Blvd, Dallas, Texas 75208**

Applications Accepted till Filled



**Dallas County  
Schools**

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## Job Description

**Job Title:** Systems Analyst/Programmer – Mid-Level Developer **Wage/Hour Status:** Exempt

**Reports To:** Chief Technology Officer

**Pay Grade:** E-3

**Department:** Technology & Information Systems

**Date Revised:** 2/22/08

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**Primary Purpose:** Responsible for design, development, testing and migration of the district's Web sites as well as the less complex internally developed software applications. Performs on-site technical analysis to ensure specific software applications are operational throughout the district. Responds to work order requests screened by Help-Desk Manager and assigned to the Web team by analyzing, testing and placing the program code changes into production. Supports Service Centers and Administrative headquarters' use of Intranet and Internet applications. Responsible for writing specifications, designing, developing, installing, testing and maintaining of the district's Web site and software applications. May work on "shrink-wrapped" software occasionally.

### **Qualifications:**

#### Education/Certifications:

Associates Degree in computer science or electronics and/or certifications such as Microsoft Certified Technology Specialist, Microsoft Certified Professional Developer, or MCSE  
Novell Certified Network Engineer and/or Microsoft Certified Engineer.

#### Special Knowledge/Skills:

Microsoft Certified Technology Specialist or Professional Developer, MSCE or MSD  
Knowledge of computer workstation software applications  
Experience in Web design tools such as MS Visual Studio, Cold Fusion, DreamWeaver, MS FrontPage, etc.  
Knowledge of various development tools and languages including XML/HTML/DHTML, CSS, JavaScript, ASP, ASP.net, C++, C# for MS SQL2000/2005 and Visual Basic  
Ability to analyze issues with software applications and resolve  
Knowledge of technologies available for use in development setting  
Strong organizational, communication, and interpersonal skills  
Ability to detect, analyze root cause and resolve problems  
Knowledge of computer workstation setup (identify requirement-i.e. Novell & Microsoft workstation).  
Broad knowledge of various operating systems (UNIX, DOS Apple).  
Broad knowledge of computer hardware and software applications.  
Broad knowledge of network and internet work technologies

Ability to install, maintain, and repair computers and peripherals including printers, modems, and scanners.

Ability to install and maintain network cables and hardware.

Ability to diagnose problems and perform repairs.

Ability to analyze and resolve computer hardware and software problems.

Knowledge of technologies available for use in instructional setting.

Ability to repair computer and technology equipment.

Strong organizational, communication, and interpersonal skills.

Ability to detect and resolve problems.

## **Major Responsibilities and Duties:**

### **Personal Effectiveness**

1. Positive Attitude: Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. Cooperation: Works effectively with others.
3. Dependability: Reports to work on time, is reliable for normal hours and work during weekend/nights, and is absent only with good cause.
4. Judgment: Exhibits good judgment in decision making and problem solving.
5. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.

### **Job Specific Responsibilities:**

#### **General**

6. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.
7. Complies with all Administration headquarters and Service Centers' routines and regulations.
8. Works cooperatively with end users to analyze and resolve software applications issues.
9. Follows established safety procedures and techniques to perform job duties including lifting, climbing, carrying, etc.
10. Corrects unsafe conditions in the work area and reports any conditions that are not correctable to the supervisor immediately.
11. Responds to after-hours emergencies as needed given the DCS Technology Department works as a team 24x7x5.
12. Receives phone calls and responds appropriately to assist with end users in resolving problems with software applications and utilize software most productively.
13. Operates tools and equipment according to prescribed safety procedures.

#### **Technical**

14. Analyzes existing procedures and documents end users' needs.

15. Designs and develops solutions to meet those customers' needs.
16. Utilizes test data to validate version checks.
17. Installs software applications and perform integration testing.
18. Evaluates results and resolves technical problems (bugs).
19. Implements revisions and final validation checks.
20. Executes roll-out of new or upgrade version.
21. Maintains and implements support routines.
22. Assists in the identification and resolution of software applications problems

### **Analytical**

23. Develops specific proposals for a modified or replacement system.
24. Works closely with other developers who will build the system.
25. Participates in the assessments of the feasibility of proposals
26. Assists in the installation of a new or upgraded application.
27. Plans and works to a completion deadline.
28. Assists with training and the development of training manuals to users of a new or upgraded system.
29. Maintains accurate inventory of hardware, software, peripherals and computer lab materials at all Service Centers and Administration headquarters.
30. Compiles, maintains and files all physical and computerized reports, records and other documents required.
31. Maintains accurate updated records of preventative maintenance.
32. Maintains documentation of all system configurations.
33. Maintains network design and configuration documentation.

### **Procurement and Logistics**

34. Identifies requests and controls the inventory of repair parts.
35. Locates or relocates computer hardware, peripherals and equipment as needed.
36. Diagnoses and repairs equipment including printers, scanners and personal computers.
37. Maintains accurate records of time and materials required to perform repairs and service.

- 38. Processes and assigns priority to all technology-related work orders.
- 39. Assists with development and implementation of a disaster recovery plan.
- 40. Serves as a liaison to software and hardware vendors to maintain appropriate product support.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

