

**TITLE:** SYSTEMS ANALYST / PROGRAMMER  
**SECTION:** Information Systems Department  
**REPORTS TO:** Coordinator of Information Systems

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## SUMMARY

Under the general supervision of the Coordinator of Information Systems or designate, the Systems Analyst/Programmer is responsible for computer/business systems analysis and design, integration, and programming for computer/business systems and processes. The incumbent will exercise considerable independent judgement and action.

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## DUTIES

1. Consult with users and perform detailed analyses to determine computer software requirements; research optimal solutions and best practices for software development; perform feasibility studies; develop conceptual system models and designs; recommend solutions for new applications and/or improvements to existing applications.
  2. Design, develop, troubleshoot, test, maintain, and install complex computer software programs for multi-user telnet-based, web server and browser, and client/server data driven environments such as student information systems, human resources systems, finance systems, work flow systems, and messaging systems.
  3. Perform database administration functions as required.
  4. Assist with the preparation of system cost/benefit analyses.
  5. Write technical and user-level documentation for computer systems and applications; provide technical and user-level training as required.
  6. Communicate regularly with internal clients and with external organizations and individuals including school districts, government ministries, colleges, universities, consortiums, and consultants.
  7. May, on occasion, be required to perform other duties as assigned by the Coordinator of Information Systems.
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## QUALIFICATIONS

1. Bachelor's degree in a computer-related discipline plus a minimum of five years relevant experience in the following areas:
    - Experience as a programmer analyst in OpenVMS and Microsoft Network environments
    - Experience designing and developing dynamic data-driven, web technology-based applications
    - Experience undertaking systems integration projects or
    - an equivalent combination of training and experience.
  - Demonstrated strong project leadership skills.
  - Extensive experience with and knowledge of:
    - Modern programming and scripting languages and methodologies including current web-based technology
    - Mini and personal computer operating systems and,
    - preferably OpenVMS programming and data file environment.
  - Experience with and knowledge of:
    - Modern relational database management systems and the SQL language
    - Relational data models including related diagrams.
  - General knowledge of departmental functions and their requirements.
  - Demonstrated superior ability to analyze and evaluate complex data and information required for programming and for developing logical solutions for assigned projects.
  - Demonstrated strong ability to establish and maintain effective working relationships with a variety of internal users and to communicate effectively.
  - Demonstrated strong ability to work under pressure and meet project timelines.
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