



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Programmer Analyst
Reports To: Director of Technology
FLSA Status: Exempt
Prepare By: Human Resources
Approved By: N/A
Prepared Date: 07/2003
Last Revised Date: 03/2016

Summary: Analyzes requirements and develops computer programs

Essential Duties and Responsibilities:

- Performs coding, testing, and debugging of software applications
- Analyzes modifications, consulting users to clarify objectives
- Documents operating procedures to assist in proper utilization of software solutions
- Directs and oversees programmer and support staff
- Consults with clients to gather information about program needs, objectives, functions, features, and input and output requirements
- Writes and maintains technical specifications
- Develops and maintains plans outlining steps and time tables for developing programs
- Designs and codes screen layouts, graphical user interfaces, printed outputs, and interfaces with other systems
- Creates test transactions and runs tests to find errors and confirm programs meet specifications
- Analyzes code to find causes of errors and revises programs
- Consults with client to prototype, refine, test, and debug programs to meet needs
- Writes and maintains documentation to describe program development, logic, coding, testing, changes, and corrections
- Writes documentation or reviews documentation written by others that describes installation and operating procedures
- Provides technical assistance by responding to inquiries from others regarding errors, problems, or questions about programs
- Trains end users or technical support staff to use programs
- Monitors performance of programs after implementation
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook

Education and/or Experience:

Bachelor's degree and one to two years related experience and/or training; or equivalent combination of education and experience.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

Directly schedules the activities of 3-5 employees within the Systems Programming and Support Group; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, recommending hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.