



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0907111

REPOSTED

PROGRAMMER/ANALYST II - BUSINESS APPLICATIONS

Information & Technology Services

Closing Date: Open Until Filled

JOB SUMMARY

The Programmer/Analyst II for Business Applications, under the direction of Coordinator for Programming and Development Services, will analyze user requirements, design database queries and reports, interface between Northside ISD and software vendors, and provide database application support to Northside users. The primary responsibility for this position is end-user support.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelors Degree in computer management or computer science.
- Experience with Cognos, Crystal Reports, Kronos, and Winocular (Preferred)
- Experience supporting an ERP system for a large company.
- Experience developing applications in Microsoft Access.
- Experience extracting data via an ODBC data source using Microsoft Access and Microsoft Excel.
- Experience writing and analyzing SQL queries.
- Two years database development experience using relational database management systems (RDBMS)
- Two or more years experience in developing applications/reports related to financial and/or payroll systems.
- One year experience in developing applications/reports to meet local, state and federal reporting requirements.
- Knowledge and experience supporting client/server and web-based applications (network experience with applications operating across the LAN/WAN).
- Mature interpersonal skills with the ability to analyze user requirements.
- Excellent written and oral communication skills.
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

DUTIES AND RESPONSIBILITIES

1. Work with software vendors to identify, develop and implement data collection/retrieval solutions as needed to meet local, state and federal reporting requirements.
2. Work with District staff to identify and provide specific data collection/retrieval solutions in the business applications areas (purchasing, finance, accounting, fixed assets, budget, payroll and human resources).
3. Generate ad hoc reports/queries as needed against District data sources.
4. Assist with the creation of documentation and training materials for supported applications and assist in the training of District personnel to use those applications.
5. Assist with the selection, implementation and support of specialized third-party applications.
6. Assist staff with the extraction and manipulation of administrative data from District data sources for use with personal computer applications, e.g. spreadsheet, financial analysis, etc.
7. Provide end-user support.
8. Maintain and enhance technical skills concurrent with applicable technology as required for successful job performance.
9. Other duties as assigned.

TERMS OF EMPLOYMENT

SALARY: \$48,821 - \$56,694

PAY GRADE: C40

WORK DAYS: 226

FOR HR USE ONLY
PCN: P6B0A533 - 00001

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer

