

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: LEAD COMPUTER PROGRAMMER/ANALYST

- QUALIFICATIONS:**
1. Bachelor's degree in math, business administration, computer science or related field desirable (acceptable professional programming experience may be substituted)
 2. Professional programming experience using Cobol programming language involving work in systems study and design
 3. Ability to supervise and evaluate work of others
 4. Knowledge of modern office procedures and organization and management principles
 5. Knowledge of principles and techniques of studying work processes for new or revised electronic data processing applications and designing methods of processing data
 6. Knowledge of principles and techniques of programming for electronic data processing
 7. Knowledge of statistical methods and procedures
 8. Ability to conduct variety of systems studies
 9. Ability to analyze data and draw sound conclusions
 10. Ability to develop and maintain cooperative working relationships with all levels of staff

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: Under direction of Director - Data Systems, to ensure smooth and effective implementation of department services

PERFORMANCE RESPONSIBILITIES:

1. Supervises activities in area of computer programming and analysis
2. Collects, analyzes and evaluates information required to develop and/or modify new and/or previously developed data processing programs to assure optimum means of meeting user needs
3. Researches, analyzes, recommends and deploys new technologies as they relate to programming and migration from current processes to new processes
4. Researches, analyzes, recommends and deploys network services as they relate to intranet and network services
5. Interviews department officials and researches existing procedures and requirements in sufficient detail to yield necessary information in order to analyze, develop and implement complex data processing programs
6. Analyzes, writes, tests and implements computer programs according to specifications and standards
7. Trains and instructs support staff in new program developments and procedures and assists support staff as needed
8. Assists in operational procedures and programming documentation efforts in department
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 37

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and

Procedures and consistent with collective bargaining agreements when applicable