

Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Computer Programmer II
Supervisor: Manager of Information Technology
FLSA Status: Exempt

Summary: Designs, writes and modifies District's computer programs, maintains various databases and provides technical information with regard to software development.

Essential Duties and Responsibilities:

- Functions effectively as a team member in the design, development and implementation of client/server software development and inputs data as is required.
- Maintains databases with RDBMS programs.
- Maintains Intranet Information Technology Calendar.
- Schedules application specific processes.
- Responds to production questions from users.
- Attends technical training programs.
- Makes recommendation for program modifications.
- Maintains current, up-to-date knowledge of software development issues, trends and tools.
- Knowledge of database administration for the District's existing databases; SQL.
- Acts as a technical resource with regard to database issues.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university; or three years' related experience and/or training or equivalent combination of education and experience.

Interpersonal Skills: Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies, administrators or staff. Ability to read, analyze or interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.), in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have in depth knowledge of computer operation, computer usage and ability to use micro-computer components, micro-computer peripherals, contact management software, database software, e-mail, graphics software, Internet software, inventory software, order processing software, programming software, spreadsheets, word processing software, and client operating systems (MSDOS, MS Windows and Mac OS).

Certificates, Licenses, Registrations: Certificates as determined by the District including valid Oregon driver's license.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to smell, walk or stand, stoop, kneel crouch or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____