

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7403
Pay Grade: C05

FLSA: Exempt

SENIOR APPLICATION SPECIALIST

MAJOR FUNCTION:

Performs advanced technical work designing, developing, maintaining, and supporting one or more computer applications. Assists in the development, design, and implementation of programs. Analyzes, studies and interprets information and data. Trains and leads others on projects. Collaborates with other departments on projects, system design improvement, and problem resolution. Exercises discretion and independent judgment.

DUTIES AND RESPONSIBILITIES:

- Analyzes, designs, codes, tests, implements and maintains complex computer programs involving high cost and major impact to the school system.
- Provides district-wide support for application end-users.
- Consults with users on the creation, analysis, and utilization of data.
- Interprets and modifies data.
- Works with software and develops interfaces.
- Analyzes, maintains and updates application software and servers.
- Develops applications using various languages, reporting packages and third-party softwares.
- Develops logic flow charts for programs and applications.
- Develops test data, test programs and analyzes test results. Tests and verifies new software.
- Produces and creates custom reports and data files.
- Monitors information needs to meet changing requirements.
- Writes documentation for processes and user instruction.
- Collaborates with other departments on processes and projects.
- Works to identify, resolve, and/or correct various application system errors or failures. Addresses problems in hardware, software and/or procedures.
- Acts as team leader and trains subordinate employees.
- Trains users in the operation of new or modified application systems and programs.
- Interprets directives, policies and procedures.
- Contacts and works with vendors for problem resolution.
- Meets with supervisors and/or employees regarding departmental or division issues.
- Maintains data integrity for databases and distributed systems.
- May maintain web site information.
- May maintain security access.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Computer Science or related field, plus five (5) years progressively responsible business systems programming, analysis and design experience or an equivalent combination of education, training, and related Pinellas County School Board experience.

PREFERRED:

Networking experience. Database management experience using Microsoft SQL or equivalent.

Database Team:

Minimum 3 years database programming experience writing and maintaining complex database objects using Microsoft SQL Server. Database management and experience using DB2, MySQL, SQL Server Integration Services, SQL Server Analysis Services and SQL Server Reporting Services.

ISSUED: 6/06 AK; BOARD APPROVED: 8/12/06; ADDED PREFERRED, 7/13, LM

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SENIOR APPLICATION SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

(TIS ONLY) Senior Application Specialist – PTS