Job Description – Senior Business/Programmer Analyst

Working Title:	Senior Business/Programmer Analyst
Department:	Information Technology
Manager/Supervisor:	Executive Director, Information Technology

Position Summary

Sooke School District is the fastest growing School District in British Columbia. Reporting to the Executive Director of IT, the role of Senior Business/Programmer Analyst is to identify requirements, develop, test analyze and maintain new web, data, forms and other software applications. This includes writing, coding, testing and analyzing software programs and applications. The Senior Business/Programmer Analyst will work with multiple stakeholder groups to research, design, document and modify software specifications.

Duties & Responsibilities

- Provides leadership and direction to the software development team.
- Evaluates district processes; defines user and system requirements and envisions solutions.
- Analyzes, designs, and develops software; manages projects from the initial definition of needs through project implementation and support and is accountable for providing the ongoing maintenance and support of existing district software applications.
- Analysis and development of new software programs and applications
- Liaise with the information technology team to assist in resolving problems with software products or 3rd party software systems
- Analyze and assess existing business systems and procedures
- Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments
- Assist in defining software development project plans, including scoping, scheduling, and implementation
- Research, identify, analyze, and fulfil requirements of internal and external users
- Consistently code software programs and applications according to specifications
- Write programming scripts to enhance functionality and/or performance of applications
- Design, run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging
- Administer critical analysis of test results and deliver solutions to problem areas
- Generate statistics and write reports for management and/or team members on the status of the programming process
- Develop and maintain user manuals and guidelines
- Train end users to operate new or modified programs

- Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts
- Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues
- Conducts back-end database programming and query tuning in a MS SQL environment
- Recommend, schedule, and perform software improvements and upgrades.
- Install software products for end users as required
- Work both independently and as a team member with a strong focus on results
- Work under pressure and tight deadlines and order competing priorities
- Accuracy; diplomacy and tact in day to day interactions
- Proven ability to prioritize work, problem-solve
- Ability to work with frequent interruptions and ability to adapt to a changing environment
- Conduct oneself appropriate to an educational institution providing services to children
- Be knowledgeable and supportive of Administrative Procedures and directives
- Perform other duties as may be required or assigned

Education/Experience:

- University Degree in Computer Science Information systems, or Software engineering
- A minimum of five to seven years equivalent work experience with experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues
- Certifications in Visual Studio.Net, SQL Server are an asset
- Proficiency in a variety of programming languages, including ASP.Net Webfoms/MVC, C#, Perl, PHP, SQL
- Knowledge of HTML 5, CSS 3, and JAVA Script for front end development
- Experience in Web design, Web forms development – Drupal, Wordpress, PowerBI
- Experience in system integration using batch and real-time integration techniques
- Integration Tools – SSIS, SSRS, Web Services, JSON, SOAP, XML
- Advanced SQL writing and tuning of complex queries and procedures
- Experience with testing tools
- Up-to-date knowledge of data warehouse and database technologies that are applicable to activities in System and Database Development
- Excellent understanding of coding best practices and methods
- Extensive relational database and operating systems experience with MS SQL Server, MySQL
- Thorough understanding of platforms such as Microsoft Windows and Linux
- Knowledge of applicable data privacy practices and laws
- ITIL Certification and Project Management certification a plus
- 7 years' technical experience in Enterprise IT environment
- Valid B.C. Class 5 Driver's license

COMPETENCIES:

Teamwork and cooperation is the ability to work co-operatively with diverse teams, work groups and across the organization that includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.

Organizational Awareness is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.

Planning, Organizing and Coordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Problem Solving/Sound Judgment is the ability to analyze problems systematically, organize information, and identify key factors and options leading to successful outcomes.