



## POSITION AVAILABLE

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<b>JOB STATUS:</b>	ACTIVE
<b>POSTING DATE:</b>	11/15/2011
<b>CLOSING DATE:</b>	
<b>POSTING NUMBER:</b>	00004575
<b>LOCATION:</b>	ANNEX
<b>POSITION TITLE:</b>	Analyst Programmer Systems Level I
<b>QUALIFICATIONS:</b>	<p>Bachelor's Degree Computer Science or Related Field          Knowledge of Skyward or other Student Information Systems preferred          2 years experience creating and maintaining programs and reports with data from student/staff information systems, preferred          2+ years experience as an Analyst Programmer, preferred          Experience creating ad hoc reports with staff and or student data          Skilled in writing, documenting, debugging and testing applications and system programs in an accurate, efficient and timely manner          Skilled in report writing          Technical knowledge of network and PC operating systems on a Microsoft platform          Technical knowledge and experience with Progressive databases and MS SQL 2000/2005, preferred          Technical knowledge and experience with Crystal Reports          Ability to define end user requirements and create ad hoc reports with Crystal Reports          Ability to demonstrate advanced skills in Excel, develop a program to convert detailed PDF files into Excel files and read and manipulate delimited and fixed width text files          Ability to read, analyze and interpret information and ability to plan projects, create timelines, meet deadlines and prioritize effectively          Ability to coordinate activities between multiple departments          Ability to use independent judgment and demonstrate initiative to act without being asked, to communicate effectively in both written and oral forms, and compose correspondence, reports and/or other required written materials          Ability to effectively present information and respond to questions, inquiries and/or complaints, display courtesy, tact and respect when dealing with others</p>
<b>GENERAL STATEMENT OF DUTIES:</b>	<p>This individual will develop, test and maintain programs and reports, analyze, monitor and support functional processes utilizing student data. This role is also responsible for making adjustments to applications and to perform troubleshooting. The individual will be responsible for providing timely and accurate information.</p>
<b>JOB GOALS:</b>	<ol style="list-style-type: none"> <li>1. Assists the Director of Enterprise Applications Support, Training and Reporting in analyzing data, creating and maintaining reports and programs, systems planning, implementation, upgrades and production operation support for systems managing student data based on board policies and state and/or federal reporting requirements.</li> <li>2. Interacts with other campus departments in providing reporting solutions, production support, resolving system problems, setting operating policy and disseminating system information.</li> <li>3. Assesses issues, maintains functional specifications, develops process maps, recommendations, and proposals, communicates proposals to stakeholders and follows through with a project plan that includes approved timelines and resource allocations.</li> <li>4. Supports system administration, develops end-user reports, evaluates and makes recommendations to improve system support services, and creates implementation plans to execute ideas.</li> <li>5. Completes special projects and other duties as assigned.</li> </ol>
<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b>	

**APPLICATION  
INFORMATION:**

To be considered for this posted position, ALL applicants are required to submit ALL items listed below:

1. Completed or updated online application. Email addresses must be accurate.
2. Submit a letter of interest and résumé with online application or submit to Human Resources
3. Out of district applicants must submit copies of transcript(s).

**\*\* Be sure to select the position applied for in the "Employment Preferences/Add Position" section on the online application.**

Applications remain active for one year from date of submittal.

**APPLICATION  
DEADLINE:**

**Until Filled**

**SALARY RANGE:**

Pay grade [307](#) – salary based on qualifications and experience

**TERMS OF  
EMPLOYMENT(DAYS):**

226

**Other Information**

FORT BEND INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

**MAILING INFORMATION:**

SEND LETTER OF INTEREST & RÉSUMÉ TO:  
FBISD Human Resources  
16431 Lexington Blvd.  
Sugar Land, TX 77479

To apply, click [here](#).

Fort Bend Independent School District is an Equal Opportunity Employer  
Applications remain active for one year from date of submittal  
FBISD Title IX Coordinator: Dr. John Frossard, Chief Human Resources Officer  
16431 Lexington Blvd. Sugar Land, TX 77479 281-634-1056