

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Senior Computer Programmer

Department: Technology

Job Description

Date Reviewed: October 2022

Reports To: Chief Technology Officer

Exempt Position: Administrator Pay Grade 502

Purpose of Job

The purpose of this job is to perform administrative/technical functions related to the design and programming of computer systems and to provide general support to the Chief Technology Officer. Duties and responsibilities include project management; providing communication to computer programmers; designing, programming, and maintaining computer software; generating reports; data mining; and providing support for computer users.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages project implementation as primary contact point for scheduling, developing, testing, and training and provides leadership to all parties involved in the project.
- Works with the Chief Technology Officer to provide leadership to computer programmers.
- Works with the Chief Technology Officer to facilitate effective communication to and on behalf of the computer programmers.
- Maintains a comprehensive knowledge of various computer equipment and software programs.
- Communicates district processes in a technical manner to computer programmers.
- Knows and understands the procedures and processes involved in the administration of the district, particularly in the areas of finance, human resources, and student information.
- Collects and analyzes information for development of new systems and for modification of existing systems.
- Designs and creates software solutions, to include planning, interface design, coding, and implementation, utilizing knowledge including, but not limited to, .NET Framework, MVC Platform, SQL, as well as HTML and JavaScript.
- Designs, creates, and maintains relational databases to work in connection with locally developed software.
- Provides system users with hardware/software support and instruction on system utilization.
- Performs maintenance functions on computer programs and reports; tests/troubleshoots programs for errors.
- Maintains documentation of new systems and modifications to existing systems.
- Maintains a working knowledge of various computer equipment and software programs.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Computer Science or Computer Programming with a minimum of five years of programming and supervisory experience.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid driver's license and the ability to provide reliable transportation to provide needed services to all CMCSS locations.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and Technology practices as they pertain to the performance of duties relating to the position. Has thorough knowledge of Technology practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organization, human relations, and technical skills. Able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers. Able to read, understand, and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.

- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date