



# TECHNOLOGY SPECIALIST – PROGRAMMING

## SEVIER SCHOOL DISTRICT RICHFIELD, UT

### Purpose Statement

The job of Technology Specialist - Programming was established for the purpose/s of developing, implementing, documenting and maintaining Internet and Intranet applications; troubleshooting problems and managing related internal systems' and application projects; defining and monitoring "look and feel" for all District Intranet pages; and supporting the development of subordinate sites.

This job report to the Lead Programmer and District Administration

### Essential Functions

- Assists a variety of content providers and departments for the purpose of updating, enhancing and/or modifying information within pages of the Intranet and/or Internet site.
- Creates standards for design, navigation and browser compatibility (e.g. accessibility, fonts, formatting, icons, images, layout techniques, and modularization, including maintenance of template and image archives, etc.) for the purpose of meeting District goals and presenting a consistent image within the community and district staff.
- Develops a variety of reports, databases and/or web applications for the purpose of meeting District requirements.
- Maintains and develops the district Intranet and web-based applications, creation and maintenance for the purpose of ensuring all information displayed and posted is current and functioning.
- Uses knowledge of HTML and scripting languages to develop district web applications using current sis system.
- Maintains manual and electronic documents, files and records (e.g. publication archives, student information, payroll, etc.) for the purpose of providing up-to-date reference materials.
- Participates in a variety of planning and development activities, including District-wide committees for the purpose of creating short- and long-range plans for program development for the District.
- Prepares or assists with written materials (e.g. procedures, data and usage reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from teachers, other District personnel, community agencies, and the public for the purpose of assisting in the use and expansion of web-related applications.
- Trains new employees (librarians, teachers, etc.) in computer applications for the purpose of providing ongoing support and maximizing the capabilities of District staff.
- Troubleshoots hardware and/or software problems for the purpose of providing technical advice and training, resolving problems and/or compiling concise descriptions to forward to technicians.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### Skills, Abilities, and Knowledge

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications; planning and managing projects; web program scripting; preparing and maintaining accurate records; database programming; HTML 5 programming; JSON and other enhanced programming languages; PICK ACCESS reporting language; and a variety of operating systems.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: elements of graphic design and layout; current generation operating systems, server and virtual host management; composition software; concepts of grammar and punctuation; web design, programming and site creation.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: effectively communicating with persons of varied backgrounds and technical expertise; communicating technical information to non-technical audiences; establishing and maintaining effective relationships; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors Degree preferred

**Clearances:** Criminal Justice Fingerprint/Background Clearance