

**Job Title:** Data & Software Systems Developer  
**Department:** Technology Department  
**Reports To:** IS Coordinator  
**FLSA Status:** Exempt  
**Salary Schedule:** EC lane 03



## **SUMMARY**

The Data & Software Systems Developer applies systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications related to the integration of instructional applications managed at the district level. This individual is also responsible for testing the interoperability of application modules under development. Proven communication skills, problem solving skills, and knowledge of integration best practices are critical to successful performance in this role.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Cultivates long-term strategic goals for database development, for production databases, and for the data warehouse in conjunction with end users, department directors, clients, and other stakeholders.

Analyzes user requirements and, based on findings, designs functional specifications for client/server databases and database applications. Establishes appropriate end-user database access control levels.

Coordinates and works with other technical staff to develop database architectures, coding standards, and quality assurance policies and procedures.

Work with the Data & Software Systems team on various projects related to data and software development in various departments in the district.

Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.

Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.

Prepares and installs solutions by determining and designing system specifications, standards, and programming.

Improves operations by conducting systems analysis; recommending changes in policies and procedures.

Updates job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

Protects operations by keeping information confidential.

Provides information by collecting, analyzing, and summarizing development and service issues.

Accomplishes engineering and organization mission by completing related results as needed.

Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Analyzing Information, General Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving, Teamwork, Software Development Fundamentals, Software Development Process, Software Requirements

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively before individuals or groups of teachers, principals, or other employees of the District. Ability to communicate effectively and help others.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## EDUCATION and/or EXPERIENCE

Bachelor's Degree in related field of study and 1 year related work experience or the equivalent combination of significant college education and related work experience.

## CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may occasionally be exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

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Prepared By: <b>Data &amp; Software Systems Coordinator</b>			Date: <b>05/31/2019</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>05/31/2019</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Data &amp; Software Systems Coordinator</b>	Date: <b>10/28/2021</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Director of Technology Operations &amp; Security</b>	Date: <b>04/11/2025</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	