



VOLUSIA COUNTY SCHOOLS

Position Description

BUSINESS ANALYST – INFORMATION SYSTEMS (INFORMATION TECHNOLOGY SERVICES)

REQUIRED QUALIFICATIONS

- Bachelor's degree with major work in a field related to Information Technology or an equivalent combination of education and experience
- Three (3) years experience demonstrating expertise in data systems design and development
- Experience in public software development for K-12 educational applications, business applications (including ERP), school transportation and/or warehouse/inventory/asset control preferred
- Intermediate to expert level Programming and Analysis Proficiencies in four or more of the following technologies: Microsoft (MS) Visual Studio (2012 and above), TFS, MS SQL server (2012 and above), HTML5, JavaScript, SharePoint (2013 and above), VB.NET (4.0 and above), Data Warehouse design, ETL, SSRS, SSIS, SSAS, C#, and MS Power BI.
- Must be able to attend and complete various training sessions to maintain knowledge of current technology and systems

REQUIRED SKILLS

- Thorough knowledge of information systems analysis, design, and development
- Proficiency with software development tools
- Knowledge of Object-Oriented Design using the .Net framework and languages
- Ability to instruct staff in fundamentals of software development and system design
- Ability to establish and maintain working relationships with associates, county level and school administrators and the general public
- Ability to create information systems

REPORTS TO Manager, Software Applications

SUPERVISES Not Applicable

POSITION GOAL

To assume responsibility for the design and development of information systems

PERFORMANCE RESPONSIBILITIES

1. *Coordinate the successful analysis, design, development, and implementation of information systems.
2. *Serve as an interface between the project team, user departments, and management.
3. *Follow specifications and procedures during the Software Development Life Cycle (SDLC).
4. *Maintain a phased project development schedule.
5. *Coordinate the development, scheduling, and execution of a test and implementation plan.
6. *Assure compliance with district and departmental standards.
7. *Keep current with hardware and software technology through education courses and self- study.
8. *Assume responsibility for specific systems/applications.
9. *May require being on call to resolve technical difficulties on a 24/7 basis.
10. Perform other duties as assigned by Chief Financial Officer or designee.

*Denotes essential job function/ADA

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
12/10/20	Months: 12 Days: 250 Hours: 8.0 Tenure: No	District Schedule Level: 07	Bargaining Unit: 2 Title: 29345 DOE: 82020 Prof Staff/Technicians EEO-5 Line: 044	2- Medium Work 3- A, F-K, L- P, T-V 4- Indoors	Exempt	TS App Systems

INCUMBENT:

EG 11/5/20, 9/22/2021

Signature: _____
Date: _____