



Job Description

POSITION TITLE:	Coordinator IV, Senior Programmer CodeStack Office of the Superintendent	#5060
SALARY PLACEMENT:	Management Salary Schedule Range 14	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with a concentration in Computer Science or Management Information Systems and/or equivalent experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in Information Systems with at least three years of full-time experience in the following areas:

- information systems project or team leader;
- systems analysis & programming experience;
- developing web-based applications

and a working knowledge of personal computer hardware and software applications are required. Possess a Master's Degree with a concentration in computer-related technology and /or Business Administration.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to architect enterprise scale software systems with minimal direction and manage the development of server-side infrastructure for web applications that leverage Microsoft .NET technologies such as MVC and Web API and utilize cloud services such as Azure or AWS. Familiarity with a wide range of client-side technologies for creating mobile Apps as well as rich web applications. Knowledge of iOS and Android development as well as HTML and JavaScript development using frameworks such as AngularJS. Ability to determine appropriate data persistence mechanisms that leverage RDBMS and NoSQL databases. Thorough knowledge of SQL including complex dynamic queries, reporting and query tuning; and design patterns as well as test driven development practices. Manage software development teams using an Agile methodology such as SCRUM.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the general direction of the Director I, Senior Software Architect of CodeStack, the Coordinator independently performs system analysis, design, programming, documentation, task implementation and program maintenance of

difficult systems in a large and diverse user environment within a broad framework of standards, policies, and procedures, utilizing current techniques and methodologies.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Work independently with little direction.
9. Meet schedules and timelines.
10. Prepare reports as needed for program.
11. Oversee and manage budgets.
12. Analyze existing or proposed projects and requests to determine the feasibility for technical adaptation; may prepare cost estimates for these proposed projects, documents and present written reports detailing the analysis performed.
13. Design complex systems, detailing procedures to be followed by users; revise and create departmental forms for data processing applications or manual procedures; prepare system and data flow diagrams; translate problem statements into programming definitions.
14. Create highly complex programs utilizing current departmental programming techniques and standards; code and debug program; coordinate testing and data conversion.
15. Implement new and revised systems by providing training to users and staff; create and transition efficient operational procedures, including effective hardware utilization and adequate backup processes; make recommendations on technical modifications to the end user hardware and software work environment.
16. Assist in the research of new products and services that will enhance the technical productivity of the department and enable the data center to provide increased levels of service to the user community.
17. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.