



POSITION DESCRIPTION

JOB TITLE: System Programmer Job Class: 2623		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) The System Programmer is responsible for designing, implementing and supporting critical internet services for the Milwaukee Public School System for the purpose of increasing district efficiency. The incumbent will be expected to install and support Internet services including, but not limited to, institutional e-mail, web services, scheduling authentication and LDAP directory services.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provide systems engineering and administrative support for the enterprise systems and services.
2. Resolve a variety of enterprise system problems of moderate to difficult scope.
3. Initiate and coordinate the escalation of computer system/application problems to support staff, other staff in the district or third party vendors.
4. Perform both routine and non routine system administrative tasks for daily operations of complex systems.
5. Perform the collection, analysis and reporting of operation data for use in maintenance, performance tuning and capacity planning for future enterprise system enhancements and upgrades.
6. Independently determine approaches and strategies to all tasks listed above.
7. Serve as a technical resource in the investigation of emerging technologies that are considered by the district and provide direction to management on the feasibility and reality of the technology being considered.
8. Effectively develop, design, implement and integrate new technologies with minimal supervision.
9. Coordinate with different functional areas if required.
10. Provide security engineering and administrative support for enterprise security technologies and services.
11. Identify security technologies in the effort of minimizing security risks to the organization.
12. Develop, design and implement new security technologies with minimal supervision.
13. Plan, analyze, design and implement enterprise services.
14. Recommend and provide justification for modifications to complex systems including upgrades, additions or deletions.
15. Provide leadership and technical direction through all planning and implementation processes.

16. Actively participate in the UNIX communities through mailing lists and forum discussions to remain current with any new developments in this technology.
17. Actively supports the MPS Strategic Plan.
18. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors Degree in Computer Science, Information Technology or related field from a college or university.

Experience Requirements

Three years experience in software and security engineering performing duties related to the position including UNIX administrative experience.

Knowledge, Skills, and Abilities

Knowledge of standards based network resource technologies (i.e. RADIUS, TACACS, DNS, DHCP). Familiar with BSD (Free BSD, Open BSD), Linux and Mac OS X operating systems. Knowledge of SQL database servers and secure web servers such as Apache with mod_ssl. Ability to write technical specifications and operational end-user documentation. Must be able to work productively in teams, manage multiple projects, learn emerging technologies with minimal supervision and support and communicate professionally with a diverse group of clients and staff.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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 with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.