



# Longview Independent School District

## JOB DESCRIPTION COMPUTER ANALYST

<b>JOB TITLE:</b>	Computer Analyst	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Technical Services	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Technology	<b>PAY GRADE:</b>	Clerical/Para 6

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### PRIMARY PURPOSE:

To act as analyst and single point of contact for the district's Management Information System and its associated applications

### QUALIFICATIONS:

#### Minimum Education/Certification:

High School diploma or GED  
Associate's degree in Computer Science/MIS, preferred

#### Special Knowledge and Skills:

- Good knowledge of the principals and techniques of computer programming and of common languages
- Some knowledge of mainframe, mini and PC computer equipment, and operations utilizing online and/or batch processing
- Ability to logically analyze and organize work activities to be accomplished by computer-based systems
- Ability to communicate effectively, both orally and in writing
- Ability to follow verbal and written instructions
- Skill in writing, documenting, debugging, and testing application programs in an accurate, efficient, and timely manner

#### Experience:

Some work experience in writing computer programs and some experience in technology

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain computer/printer equipment that is not covered by warranty
2. Diagnosis of computer problems in terms of hardware versus software



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

3. Assist in the training of computer LAN users, especially system operators
4. Assist in training of computer technicians
5. Assist with computer equipment ordering, installation, and inventory
6. Work with contractors on cable and electrical specifications and installations of needed wiring and cabling
7. Employ effective communication and interpersonal skills
8. Maintain inventory of computers in the district
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; crouch, or crawl; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.

### **EVALUATION:**

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: September, 2021**