HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office
102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

March 15, 2021

PROGRAMMER/ANALYST I
Central Office-Office of Technology and Information Services
**Position Effective 7/1/2021*

Responsible for the development of custom software applications and/or the deployment of commercial software systems to meet the needs of the Harford County Public Schools.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Serves as software administrator for Commercial Off-the-Shelf software; on-premise and cloud hosted systems.
- Performs specific assigned tasks associated with the software development lifecycle (analysis, design, development, testing, implementation, maintenance and enhancement) at the direction of the Team Leader for all aspects of information systems of the Harford County Public Schools.
- Operates data extraction, translation and load packages to interface on-premise and hosted software systems. Assists with system integration using web services, interoperability agents and file transfers.
- Assists with user support.
- Assists in the development of work plans and task sequencing.
- Develops program documentation and instructions for operators and end-users.
- Provides technical training to professional and paraprofessional staff.
- Assists with the development of project cost estimates, alternatives and recommendations regarding new software applications or enhancements to existing applications.
- Performs other work-related duties as assigned.

SALARY

Grade D of the 12 Month Salary Schedule for Non-Certificated Administrative, Technical and Supervisory Professionals ($81,430).

REQUIREMENTS

- Bachelor's or Master's degree from an accredited college or university in Computer Science (preferred) or related field of study.
- Candidate must have cooperative education/internship work experience as a programmer/software developer (preferred) or a portfolio of demonstrated programming/software development work.
- Proficient in an Object Oriented programming language; C# or Java preferred.
- Knowledge of Internet technologies, operating system, network, and relational database concepts.
- Demonstrated proficiency with Microsoft Office 2013/Office 365 or current version.
- Strong written and verbal communication skills.
- Pro-active self-starter; able to work independently as well as with a team.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by Monday, March 22, 2021 will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE