



Job Title: Application Programmer

Department: Information and Analytics Office

Reports To: Director of Applications Development

Grade: BG-06

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Exempt

Last Revised Date: March 7, 2014

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Includes design, implementation and support of administrative and instructional applications on multiple platforms. Includes, but is not limited to, system management, problem management and resolution, vendor management and support, release levels, costs, enhancements and documentation. Works with key users and groups with leveraging applications to improved business processes.

Minimum Qualifications/Job Requirements:**Education:**

- Bachelor of Science degree or equivalent work experience

Specialized Knowledge, Licenses, etc.:

- Large project implementation experience
- Leverage enterprise and Cloud-based application delivery models

Experience:

- At least 5 years in application support role providing technical assistance

Physical Requirements:

- Must be able to lift 50 lbs.

Other:

- Excellent communication and documentation skills required
- Training experiences a plus
- ITIL experience

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintain administrative and instructional applications to ensure high level of availability and keep in vendor support windows
- Acts as a liaison between users and vendors
- Create and maintain workflows to improve the delivery and consistency of data and services
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts:

- *Internal:* Administrators, principals, teachers, and support personnel
- *External:* Vendors and contractors

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.