

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**APPLICATIONS DEVELOPER – COBOL/CICS**

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Class Code: 1532

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 59 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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**POSITION SUMMARY:**

Under direction applies knowledge of programming techniques, languages, and computing systems to develop code and maintain complex enterprise-wide computer applications, programs, and routines in accordance with specifications supporting the district's business and strategic requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establish detailed program specifications through discussion with internal district business and instructional customers.
2. Maintain effective communication with customers throughout entire application development lifecycle.
3. Translate specifications into logical coding, file, and database structures using appropriate programming language, systems, standards, and software tool sets.
4. Prepare and maintain flowcharts, data diagrams, documentation, and procedures to illustrate and communicate application sequence and use.
5. Develop test plans (unit, data, process, and user acceptance) to validate programs, routines, and applications work as intended and meet customer needs.
6. Monitor, analyze, review, recommend, and make changes to programs and routines to increase application operating efficiency.
7. Identify and resolve system operating problems in order to provide continuous application operations.
8. Interface with management regarding project status and user needs to promote an environment of customer cooperation and satisfaction.
9. Keep pace and adapt to functional and customer demands for enhanced or new systems.
10. Ensure programs, modules, and applications interface together as required.
11. May provide training to customers and department staff in the use and operation of applications.
12. Conform to safety standards as prescribed.
13. Perform other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves most aspects of application design and development, including but not limited to, requirements gathering and analysis, data design, high-level programming language coding syntax, debug and testing, quality assurance, configuration management, and technical documentation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of enterprise computing systems, operations, and capabilities.
2. Knowledge of application analysis and design standards and techniques.
3. Knowledge of high-level programming language principles.
4. Knowledge of relational database concepts and design principles.
5. Knowledge of basic accounting, statistical, business administrative, school, and office processes.
6. Knowledge of mainframe environment and legacy hardware/software.

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7. Ability to analyze business processes, systems, and problems, and translate them into sequences of detailed instructions and logical steps for coding into language processable by computing systems.
8. Strong analytical skills, including the ability to maintain a high level of concentration and the ability to solve problems using logical methods.
9. Ability to read, code, and interpret high-level programming language instructions.
10. Ability to test and debug unit, modules, programs, and applications.
11. Ability to learn operating principles and characteristics of various computer systems utilized by the Clark County School District.
12. Ability to prepare clear and concise documentation, procedures, reports, and other written material.
13. Ability to exercise independent judgment within established procedural guidelines.
14. Ability to meet deadlines and work in an environment where priorities change frequently.
15. Ability to contribute to the efficiency and effectiveness of the unit's service to customers by offering suggestions and directing or participating as an active member of a work team.
16. Ability to maintain current knowledge of technology and new computer user applications.
17. Ability to coordinate multiple projects and meet predetermined deadlines.
18. Ability to work flexible hours or shifts.
19. Ability to develop and maintain an effective working relationship with district staff, vendors, and other agencies.
20. Ability to recognize and report hazards and apply safe work methods.

**POSITION REQUIREMENTS:**

**Education, Training, and Experience:**

1. Bachelor's degree in a related field (i.e., mathematics, computer science, management information systems), and two (2) years of professional experience in computer programming analysis and the development of large enterprise-wide computer applications using COBOL II, Customer Information Control System (CICS), Virtual Storage Access Method (VSAM), and DB2 in an IBM mainframe environment; **or**

Associate's degree in a related field (i.e., mathematics, computer science, management information systems), and four (4) years of professional experience in computer programming analysis and the development of large enterprise-wide computer applications using COBOL II, Customer Information Control System (CICS), Virtual Storage Access Method (VSAM), and DB2 in an IBM mainframe environment; **or**

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.) and six (6) years experience (as outlined above) will fulfill the college and professional experience requirement.

2. Experience writing and maintaining Job Control Language (JCL), including return code conditional processing.
3. Experience using Time Sharing Option (TSO), Interactive Productivity Facility (ISPF), and Software Configuration and Library Manager (SCLM).
4. Experience writing predefined and parameterized reports using CA Report Facility or WebFOCUS .

**THE PROGRAMMING LANGUAGE(S), OPERATING SYSTEM(S), AND SOFTWARE APPLICATION(S) REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.**

**Preferred Qualifications:**

1. Proficient in the programming languages, utilities, and software tool sets required for the position.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Central Information Systems Department and travel to and from schools and other district office settings.

WORK ENVIRONMENT:

Strength: Sedentary to medium – exert force 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs. constantly, or a negligible amount of force to stand/walk/push/pull.

Physical Demands: Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials and VDT screens.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Moderate to loud noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines, copiers, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.