# OAKHILLS
## CHURCH

**Our Mission**: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values**:
*Unity*: We seek to promote unity in the Body of Christ
*Grace, Truth and Faith*: We offer grace, stand for the truth, and live by faith.
*Family*: We embrace the family as the core teaching and discipling center.
*Inclusivity*: We invite all people to belong to Christ's community regardless.
*Every Believer a Minister*: We view every believer as a minister.
*Prayer*: We seek God in all decisions through prayer.
*Neighborhood*: We organize our efforts around neighborhoods.

| Job Title: | **Systems Analyst and Programmer** | Status: | Full –Time |
|---|---|---|---|
| Department: | Central Support – Communications Arts | FLSA: | Exempt |
| Reports to: | Data Systems Director | Job Class: | Professional |
| Direct Reports: | Volunteers | Minister: | ☐ YES ☒ NO |
| Work Week: | Primarily Monday – Friday (Some evenings and weekends) | Driving: | ☐ YES ☒ NO |

I. **Job Summary**: Provide custom application development in support of Oak Hills Church (OHC) Ministry Plan by leveraging coding skills toward innovative solutions with our Data Systems team.

II. **Primary Duties and Responsibilities:**
1. Analyze, design, develop, test, and implement new modules for our church management system.
2. Assist ministries by creating advanced reports.
3. Maintain best practices and provide accurate documentation for developed modules and reports.
4. Assist Data Systems Director in implementing new modules, as necessary.
5. Acts as a resource to and liaison between other ministries within OHC such as Campus Life, Community Life, Children and Student Ministries, and Central Support as well as external contacts.
6. Attend and participate in leadership and ministry staff development meetings, retreats, conferences, etc.
7. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**
1. Two years of college in computer science or related field (Bachelor's degree preferred).
2. Two (2) years of experience in with HTML, CSS, JavaScript, C#, and MS-SQL.

IV. **Knowledge and Abilities**
1. Knowledge of principles of organizational and administrative practices.
2. Knowledge of computer office applications and equipment.
3. Knowledge of Object-Oriented Programing.
4. Knowledge of responsive web frameworks (Bootstrap preferred).
5. Knowledge of code repository and revision control systems (Git preferred).
**Knowledge and Abilities** (Continued)

6. Available to work with occasional flexibility in schedule.
7. Ability to work independently with limited supervision.
8. Ability to discern and maintain confidentiality.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with ministry volunteers.
11. Skill in problem solving/troubleshooting.
12. Skill in maintaining and researching technical documentation.
13. Skill in troubleshooting system anomalies with other technicians and members of other work teams as needed to resolve complex issues.

## V.  Physical Requirements and Working Conditions

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

## VI.  OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

**Revised:  January 2015**