

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Information Technology Systems Analyst (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. Graduation from a four year college or university preferred
3. Minimum of three years experience in a senior level programming or systems position
4. Demonstrated superior ability, proficiency in written and oral communication, and additional management or systems experience may be substituted for the degree requirement
5. Ability to plan, organize, and oversee work of technical staff
6. Ability to develop, establish, and maintain procedures and instructions
7. Ability to work tactfully with schools, staff, and general public
8. Ability to work effectively under pressure from deadlines, day-to-day problems, and changes in systems and procedures
9. Must be neat and well-groomed in appearance

REPORTS TO: Chief Information Officer

JOB GOAL: To support the student learning environment by providing efficient computer and communications operations.

JOB SUMMARY:

Performs professional and technical work in the evaluation of existing methods and procedures and the design of automated Systems.

ESSENTIAL JOB FUNCTIONS:

1. Serves as supervisor of systems and programming and assists the Chief Information Officer in all phases of department administration.
2. Conducts detailed systems analysis for the purpose of planning and installing improved procedures, both manual and automated.
3. Assists in determining priority of assignments, completion dates, scope and extent of systems, and feasibility of individual projects.
4. Coordinates the efforts of information technology and other areas of the school system in the implementation and operation of automated systems.
5. Prepares reports, specifications and other documentation necessary for successful completion of assigned projects.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other such duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

1. Possesses physical skills and stamina to perform job responsibilities.
2. The employee is required to work in a sitting position while operating from the computer keyboard.
3. Must be able to use hand to finger activities, handle or feel objects, and use tools or controls. The employee is occasionally required to stand, walk, stoop, or work from a bending position. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manual computer runs, and filing and handling.
4. Must handle numerous duties with both hands and fingers. Must on occasions run, load, and unload forms equipment. Must be able to lift information technology equipment, forms, and boxes.

TERMS OF EMPLOYMENT: Twelve (12) months; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and

Agreed to by: _____ Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original-Human Resources Department

Copy-Supervisor

Copy-Employee