MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Systems Analyst DATE: May 21, 2003 REVISED: August 13, 2014

REPORTS TO: Director of Technology and APPROVED BY: Board of Directors

Information Services

JOB SUMMARY: Provide guidance and assistance to all computer users and assist

in the planning, designing, development, implementation and

performance of programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist in the installation of hardware, software, and networks for Midwestern Intermediate Unit IV and school districts.

- 2. Serve as liaison between Midwestern Intermediate Unit IV and schools.
- 3. Analyze computer adaptabilities and limitations and formulate solutions to hardware and software problems.
- 4. Assist in orientation and training of employees and schools pertaining to technology and software.
- 5. Process purchase orders and offer recommendations.
- 6. Write and maintain software programs as needed.
- 7. Assist in writing specifications for hardware, software, and networks.
- 8. Perform other duties as assigned by the Director of Technology and Information Services.

QUALIFICATIONS:

- Two (2) years experience in technology is required
- Associate's degree required
- Overall technology experience is necessary that includes knowledge of computer hardware, software, and network troubleshooting
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)