



## Columbia County School District Job Description

<b>Position Title:</b> Systems Analyst		
<b>Department:</b> Technology	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Chief Technology Officer in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade O	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Technology Officer		

### MINIMUM QUALIFICATIONS

**Education:** Bachelor’s degree or comparable experience plus five years of data processing experience with a proven record of performance.

**Essential Knowledge/Skills:** Skilled in computer knowledge, data manipulation, and accounting. Good communication skills and effective interpersonal skills. Ability to work with diverse populations in delivering support and technical assistance.

**Experience:** Minimum of two years of experience of data processing experience in a networked computer environment.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** Coordinates and supervises networked computer programming activities, application customizations, and systems integration.

- Supervises the Student Information System application and support team.
- Supports all secondary applications that interface with the Student Information Systems.
- Assists users with the development and enhancement of data gathering, storage, manipulation and reporting.
- Supports all application integration opportunities for the enhancement of technology services in the school system.
- Provides maintenance and upgrade services of system applications.
- Supervises the production of all state reports (FTE, HOPE, SDR) relating to Student Information for the Superintendent.
- Assists with the maintenance of student records and transmission of the State FTE Report.
- Supervises the production of computer reports and printouts by established deadlines to schools, departments, agencies.
- Assists the users responsible for Teacher Retirement, Budget, Financial, Certification, School Nutrition, and Free and Reduced Price Meal Verifications in the proper use of the State Department of Education’s Black Box transmission.
- Schedules, conducts, and provides documentation for all training sessions held for system users and maintains availability to conduct individualized training sessions.
- Assists in preparation of annual budget to ensure that funding is included for programming, software, and support services.

- Assist with coordinating all computer activities minimize interference with normal working operations.
- Attends user conferences and other meetings to keep informed of latest changes and developments as necessary.
- Assists the Chief Technology Officer with the performance evaluations of the Student Information Specialist and Student Information System Support Specialist positions within the Department of Technology.
- Performs related duties assigned by the Chief Technology Officer, Associate Superintendent of Student Support or Superintendent.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** July 2000