

SCHOOL ADMINISTRATIVE ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

Under general direction of the Superintendent of Schools, the incumbent plans, coordinates and controls the development and management function for a school district's special program, e.g. E-Rate applications. The incumbent of this class is responsible for all of the administrative processes involved in the development, control and management of contracts for services. In addition, this position provides leadership and guidance to school districts relating to E-Rate applications and technical support. Supervision may be exercised over clerical support staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Establishes management systems and administrative procedures to monitor and evaluate projects, and conducts periodic project reviews;
2. Analyzes and interprets new or revised requirements for the purpose of determining their impact upon existing administrative and procedural activities;
3. Provides guidance with forms and timelines to school districts and personnel related to the E-Rate application and filing process.
4. Attends training to keep up with procedural and legal changes implemented by the federal government;
5. Conducts professional development workshops and meetings to update school districts on topics related to E-Rate presented at training;
6. Prepares and presents reports for administration and advises on proper course of action in order to respond to agency inquiries about operations, procedures, and standards;
7. Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;

Working knowledge of Federal and State laws and regulations which impact assigned work;

Working knowledge of the application process and forms required for the Schools and Libraries Program of the Federal Universal Service Fund, commonly known as the E-Rate program;

Skill in collecting, assembling, and analyzing facts and draw conclusions to recommend solutions to problems;

Skill in organizing and presenting facts and opinions in presentations and written materials, such as reports;

Ability to communicate in an articulate manner for public speaking;

SCHOOL ADMINISTRATIVE ANALYST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)

Ability to apply problem-solving skills to resolve issues or concerns regarding the E-Rate application process;
Ability to identify and interpret program requirements, policies, and regulations to provide guidance and advice;
Ability to establish and maintain effective working relationships with professional, non-professional personnel and the general public;
Personal characteristics necessary to perform the duties of the position.
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two years of program or project management experience, which included planning, program coordination, evaluation, making recommendations and scheduling;
- OR: (B) Six years of program or project management experience, which included planning, program coordination, evaluation, making recommendations and scheduling;
- OR: (C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

ADOPTED: 11/01/08