



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Administrative Analyst, IT

Reports to: Chief Information and Operations Officer
Department: Information Technology
Number of Days: 12 Months
Compensation: CA-17
Overtime Status: Non-Exempt
Date Job Revised: November 21, 2016

Position Summary: Administer projects and programs at the direction of CIO. Examples include E-Rate, RFPs, Budgets, SDE projects, Fixed Assets, Inventory, training plans, etc.

Qualifications/Job Requirements:

Education:

- High school diploma required, college degree preferred.

Specialized Knowledge, Licenses, etc:

- Proficient in MS Windows, Excel, Word, Powerpoint, Access, Visio and internet

Experience:

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Specific Training/Skills:

- Excellent organizational and analytical skills required.
- Accounting and budgeting skills desired.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: IT, Child Nutrition, Maintenance, Transportation, Health Services, Finance, Bond, Purchasing, Board of Education clerk, etc.
- External: Vendors, Attorneys, SLD (E-Rate), State Department of Education.

Duties and Responsibilities:

- Prepares and files E-Rate applications with the SLD, as well as all ongoing correspondence with the agency relative to filings, audits, reimbursements, expense reconciliations, follow up and E-Rate asset tracking. (30%)
- Prepare and administer RFP (Request for Proposal) process including score sheet administration, contract administration (communications between attorneys and vendors) and expense reconciliation. (10%)

- Assist in oversight and administration of ISS, Child Nutrition, Maintenance, Health Services and Transportation departmental budgets. Includes budget development, transfers, PO and RQ processing and budget analysis. (20%)
- Administration of Training and Professional Development activities. (10%)
- Prepare IT board agenda items, working with Purchasing and Clerk of the Board. (5%)
- Other duties/projects as directed by Chief Information and Operations Officer. (25%)