



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title

Applications Analyst I

Job Summary:

The Applications Analyst I provides problem resolution for a broad range of applications. Analyzes, maintains, and suggests improvements for current end user documentation. Participates in testing, implementation, and training of applications, enhancements, and modifications.

Essential Duties (May include, but not limited to):

1. Implements plans to achieve information technology (IT) goals and objectives for district and local school district staff, using various software products.
2. Implements appropriate security procedures to secure all data following the recommendations of the Technology and Media Services (TMS) Solutions and Security Supervisor in accordance with Genesee Intermediate School District (GISD) policy.
3. Designs end user documentation.
4. Identifies recommendations for software enhancements; performs testing and assists with the implementation of modifications and enhancements.
5. Maintains current knowledge with respect to relevant state-of-the-art technology, equipment and/or systems.
6. Communicates regularly with district representatives to ensure application support objectives are met.
7. Initiates contact with district representative to identify, troubleshoot, and escalate/resolve requests.
8. Recommends equipment and software needs to the Information Systems Support Supervisor, as required for information systems operation.
9. Provides technical assistance and training to district representatives in the use of information systems.
10. Assists district representatives with running/debugging a variety of reports.
11. Manages projects within Information Systems as assigned.
12. Works closely with Application Analysts II and III on software interface solutions.
13. Consistently models Win-Win leadership.

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Other Duties: Performs other related duties as assigned.

Qualifications:

Education:

Bachelor's degree with major in information systems preferred. Work experience may be considered in lieu of education.

Experience:

Three (3) years of experience in an information systems environment with data management and application support experience preferred. Demonstrated successful application training and data manipulation experience preferred. Demonstrated successful project management experience preferred.

Skills/Other:

Ability to learn and support systems necessary to support educational organizations. Ability to troubleshoot resolve data input, storage and/or retrieval problems. Ability to communicate effectively, both orally and in writing. Ability to analyze, interpret and manipulate data; ability to test modifications and enhancements. Ability to communicate and train end users. Ability to interact with staff in a team environment. Ability to provide a range of systems training and/or support activities for users. Knowledge of current technological developments/trends in area of expertise. Capable of working in a fast-paced, dynamic environment. Must be able to adapt to changing priorities and to assimilate new knowledge quickly and effectively in order to incorporate the products and outgrowths of evolving technologies. Strong teamwork, interpersonal communication and problem solving skills. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Ability to travel to and from the intermediate school district and the constituent school districts in the service area. Demonstrate honesty, integrity, and professionalism at all times. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday/week, work year, and availability to participate in on-call rotation. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

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Special Job Considerations:

Certification: Not Required

Type of Certification: None

Bargaining Unit: None

Salary Schedule: Supervisory and Technology Specialist Salary Schedule

Immediate Supervisor: Information Systems Support Supervisor

Supervision: None

Date: February 14, 2016; October 26, 2016; February 27, 2019

Approved:

KPM: fs

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