JOB DESCRIPTION
BUSINESS ANALYST
INFORMATION SERVICES

POSITION GROUP: Non Union
POSITION TITLE: Business Analyst
DEPARTMENT: Information Services
REPORTS TO: Director of Information Services
SUPERVISES: Not Applicable

POSITION GOAL(S):
To perform the necessary research and data analysis to support the Information Services Director and functional area Leaders within the IS Department. Work closely with the Curriculum, Instructional and Technical teams, as a major contributor to the defined deliverables. Review business processes, identify data for research and improvement, and document those processes. Must be able to research meaningful data to support specific projects and obtain recent and relevant information. Utilize the Internet to conduct research and also may interview subjects, scan databases, or locate texts to get proper information. Maintain confidentiality of office information within district and the community. Assist the IS Director in developing and maintaining positive relations with staff, the community and government officials.

JOB DUTIES / ACCOUNTABILITIES:
1. Develop and implement a tracking report documenting benchmarks/milestones to meet timelines on all IS projects.
2. Remain current in technology trends and developments.
3. Compile technical research and provide analytical documentation to support the IS Director and Leaders (as assigned)
4. Propose data driven solutions that promote Department and District efficiencies.
5. Participate in the development of training material(s) (as assigned).
6. Gather feedback from end users about systems and projects performance.
7. Prepare documents/contracts for final execution and transmission as assigned.
8. Participate in the timely preparation and process for Board of Education meetings.
9. Develop and maintain various spreadsheets, databases, and resource files as assigned.
10. Responsible for the timely maintenance of all ISO, E-Rate and contract information.
11. Assist with processing Freedom of Information Act (FOIA) requests.
12. Develop, organize, maintain, and secure office hardcopy and electronic files.
14. Provide basic technical training on Microsoft tools.
15. Provide the necessary support for special large-projects (related to financial and process data).
16. All other duties as assigned.
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EXPERIENCE / KNOWLEDGE:
1. Proficient in Microsoft Office Suite, including Word, Excel plus Visio.
2. Knowledge of research methodologies and techniques.
3. Proven experience as an IT Analyst or similar role.
4. Proven group facilitation skills preferred.

EDUCATION:
1. Bachelor's Degree (preferred). Preference given to applicants with 3+ years of experience working as a Data or Business Analyst.
2. The knowledge, skills, and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the position, may be acceptable.

PHYSICAL DEMANDS:
1. Ability to lift up to 30lbs. with proper technique.
2. Professional environment requiring business attire.

TERMS OF EMPLOYMENT:
This is a 12 month position. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Service employees.

JOB DESCRIPTION CREATION / REVISION DATE: November 13, 2019

Employee Signature: _______________________________ Date: ____________

Supervisor Signature: _______________________________ Date: ____________