

JOB DESCRIPTION

TITLE: Computer Information Systems (CIS) Analyst

QUALIFICATIONS: Bachelor's Degree; at least five years of computer work experience

GOAL: To provide leadership, expertise and assistance in maintaining the system's computers and/or networks

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly: MIS Director
 2. Indirectly: N/A
 - b. Supervision exercised
 1. Directly: Computer/Network part-time Technicians and Vendor/Purchased Support
 2. Indirectly: Network, Email, etc. Administration for All Staff
2. Organizational
 - a. Internal
 1. Frequent contact with supervisors and principals for maintenance and upkeep of computers and networks
 2. Contact with teachers and other school personnel as necessary
 - b. External
 1. Frequent contact with Internet Service Provider and other support/technology providers as necessary
 2. Occasional contact with regional school personnel

B. Functions

1. Planning
 - a. Plans a program of self-improvement and professional growth
 - b. Supports MIS Director in system level planning for computer implementation
 - c. Provides expertise concerning cost and capabilities of computer hardware and peripherals
2. Implementation
 - a. Tends to maintenance of computing hardware
 - b. Tends to all server operating systems and school (lab) software (e.g., ALS)
 - c. Tends to Backup/Merge/Transfers of school data in an appropriate manner
 - d. Keeps applicable persons informed in all matters related to computer information management systems, maintenance and problems
 - e. Works cooperatively with administrators and school personnel
 - f. Maintains essential records, inventories and backup
 - g. Assists with compilation and transmission of reports/data to State Department of Education
 - h. Acquires current information on the latest developments in computer hardware, software, and information systems management.
 - i. Maintains communication with personnel and attends workshops concerning computer services and activities
 - j. Assists in the recommendation, installation, arrangement, upgrade and care of computer hardware and software
 - k. Performs any other duty as deemed necessary

C. Control

1. Application

- a. Prepare and maintain necessary records
- b. Monitor procedures relative to job performance
- c. Revise aforementioned procedures as needed

Signature

Date