



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

Last Revised Date: November 21, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

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, work with Purchasing and Clerk of the Board. - (5%)
- Other duties/projects as directed by Chief Information and Operations Officer. - (25%)

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the

district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.