

Job Description

Job Title: Technology Logistics Analyst
Position Code:
Job Classification: Exempt

Supervisor: Supervisor, Technology Operations
Pay Grade: 35
Contract Length: 245 Days

Job Summary

Under the direction of the Supervisor of Technology Operations, this position is responsible for the full life cycle of technology-related assets, inventory, and resources. From initial funding and purchase, to the disposal of retired assets, this position develops and maintains systems, processes, and procedures to ensure the responsible and accountable use and tracking of all technology resources at Newport News Public Schools (NNPS). The Technology Logistics Analyst is heavily involved in the development and management of the Technology Department budget and serves as the district administrator for grants and programs such as E-Rate that provide several million dollars in funding for technology purchases in a typical year.

Essential Duties

1. Maintains an asset inventory of technology resources currently valued in excess of \$16 million. Creates and maintains systems, processes, and procedures to ensure the responsible and accountable use and tracking of all technology resources at NNPS.
2. Systematically manages a spare parts inventory worth over \$180,000. Employs innovative practices and tools to guarantee just-in-time parts availability in a manner that reduces the carrying cost of inventory without negatively impacting the technology needs of business and academic users.
3. Assists department leadership in the development, management, and monitoring of an annual operating budget of more than \$4 million. Partners with Technology Department functional-area supervisors and coordinators to develop short and long-term budget forecasts for their respective areas.
4. Analyzes spending patterns and makes recommendations for cost-cutting measures to department leadership. Tracks all department spending to ensure the Technology Department remains within its approved budget each year.
5. Serves as E-Rate administrator for the district. Prepares applications and tracks associated compliance documents that result in more than \$1 million in funding for technology purchases during a typical school year.
6. Manages over \$1 million in funding from the Virginia Public School Authority (VPSA) for the purchase of student computer equipment. Maintains documentation and ensures compliance with all grant requirements.
7. Utilizes technical knowledge and an understanding of procurement best practices and regulations in providing technical oversight and advisory guidance on all technology-related purchases in the district.
8. Provides training and assistance to central office and site-based Technology Department staff on the processes and procedures related to the management and control of technology-related resources.
9. Conforms to all departmental procedures and policies.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor, Technology Operations, or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree (or completion of equivalent amount of college coursework) in either computer science or business management, and significant experience in computer system support and maintenance -- to include a thorough understanding of technology support operations with an emphasis on product acquisition and asset management. In depth knowledge and understanding of NNPS, local, state, and federal laws and guidelines related to the procurement, use, and disposal of educational technology resources. Up-to-date knowledge of rapidly changing computer hardware and application technologies with an emphasis on understanding the technological needs of business and academic users within a K-12 organization. Considerable knowledge and experience implementing inventory control procedures and best practices. The ability to evaluate and streamline processes to improve operations and decrease turnaround times related to parts and asset distribution and management. Experience with the Federal Communication Commission's (FCC) E-Rate program which provides discounts to help eligible schools obtain affordable telecommunication and Internet access. Ability to interpret FCC orders and submit and track all applications and supporting documents in accordance with program rules and regulations. Excellent communication, analytical, negotiation, and interpersonal skills with experience writing technical documentation, project plans, presentations, correspondence, studies, reports, and training materials. Considerable knowledge of the operation and repair principles and practices used in the configuration, installation, testing, and maintenance of computer systems. Must possess the ability to prioritize tasks in order of importance; work independently, as a team leader, and as a team member; and establish and maintain effective working relationships with co-workers and end-users. Must possess a valid driver's license with a good driving record.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

When performing the duties of this job, the employee is frequently required to sit; stand; walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move and push/pull up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

Supervision Exercised: None

Supervision Received: Supervisor, Technology Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Technology Logistics Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Technology Operations, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/2020 CR