

JOB TITLE
SAM PROJECT RESOURCE ANALYST

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR ADMINISTRATOR
RECRUITMENT AND
DEVELOPMENT

SALARY SCHEDULE & GRADE
I I, GRADE 5

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical support of network software and data collection for all SAM/principal teams located in multiple states.

PERFORMANCE RESPONSIBILITIES

1. Builds and maintains network software supporting SAM/principal teams.
2. Builds and maintains the SAMS/Connect web server to support teams.
3. Installs and maintains software to track program data and provides technical support to SAM/principal teams.
4. Creates and maintains data warehouse for annual baseline reports and survey information.
5. Prepares annual data reports and comparison reports for each participating site, district and state.
6. Develops and maintains electronic data collector online refresher training and professional development modules.
7. Produces and updates documentation and online tutorials for program web software.
8. Performs other duties as assigned by the Director Administrator Recruitment and Development.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years experience in network development and maintenance of web servers
3. Demonstrated ability to communicate effectively with end users

DESIRABLE QUALIFICATIONS

1. Bachelor's Degree

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