**Food & Nutrition Services – Systems Analyst**

**QUALIFICATIONS**
- Associate's Degree from an accredited educational institution. Relevant experience may substitute for Associate's Degree; two years of experience vs. one year of college.
- Three years relevant experience in computer related field required.
- Hardware and Software platforms experience relevant to: SQL server development and Crystal Report design and development.
- Valid Florida Driver License.

Reports to: Food and Nutrition Services - District Operations Manager
Supervisor's Superior: Director – Food & Nutrition Services
Supervises: N/A

**Job Goal**
Responsible for planning and programming systems or activities which are necessary in producing reports on data for the use of the Food and Nutrition Services department specified software and hardware. The successful implementation and maintenance of associated departmental modules within all schools to include the following processes: accurate federal claim reimbursements, free and reduced applications, verification, point of service, procurement, and inventory controls.

**KNOWLEDGE, SKILLS, & ABILITIES**
- Understanding of computing capabilities and limitations. Ability to understand and interpret functional specifications, logic processes, and flow analysis. Ability to teach, learn quickly, and adapt to change rapidly. Ability to work well with people and to organize and prioritize workload. Ability to work independently and efficiently. Demonstrate positive written and oral communications skills.

**Performance Responsibilities: Essential Functions**
- Apply system analysis techniques and procedures to include determining hardware and software specifications.
- Develop flow analysis and/or diagrams to illustrate steps in describing the logical operational steps of programs and systems integration regarding input, output, and operation.
- Plan, configure, install, analyze, troubleshoot, maintain, administer, and document all Food & Nutrition Services (FNS) program products and any third party product software on District FNS individual computing systems ensuring system performance, functionality, and sustainability.
- District lead technical liaison for FNS vendor software applications to include responsibility in monitoring, supporting, maintaining, and managing those applications.
- Determine cause of system failures; lead and advise in recovery and implement corrective action.
- Establish procedures for the utilization, management, and monitoring of all equipment and software to obtain maximum usage and efficiency.
- Develop and document data modeling elements for FNS relational databases utilizing SQL programming techniques through written manuals and data flow diagrams.
- Determine the best approach to process, store, and retrieve information.
- Maintain and administer LAN/WAN communications equipment, multimedia equipment, telecommunications, and computer hardware/software.
- Coordinate network use, configuration, expansion, and maintenance with appropriate staff and other Brevard County School District personnel.
- Proficiency in the use and application of diagnostic and management software.
- Assist in preparing end-user manuals and conduct training for Food and Nutrition Services programs for new and existing product software.
- Research and keep current with technologies in computer networks, hardware, software and multimedia.
- Assist in the evaluation of requirements for equipment for the Food and Nutrition Services Point-of-Service system, multimedia systems, and communications hardware.
- Maintain and train on the hardware/software required to support other technical staff positions.
- Knowledge in Microsoft programs/applications to maintain and support Microsoft Access and SQL Server databases.
- Working knowledge of Crystal Reports software to maintain custom work for departmental applications.
Maintain and support Central Office database, which includes student demographic information, confidential free and reduced application information, District food orders, and District inventory.

Provide outstanding customer service, and use positive interpersonal communication skills.

Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.

Ensure compliance with Board rules and applicable federal laws and regulations.

**Performance Responsibilities: Other Duties & Responsibilities**

- Perform tasks or services consistent with the job goal of this position.

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**Work Environment**

**Physical Demands & Working Conditions (ADA Compliance)**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

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**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

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**Terms of Employment**

**Compensation & Classification Details**

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Draft Developed By: Kevin Thornton, Director – Food & Nutrition Services

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**For HR Use Only:**

Labor Relations Services: Jay Salamone

Compensation & Classification: Terrilynn Berry

Job Recommendation: Susan Standley