

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
"Missouri public schools: the best choice... the best results!"
www.dese.mo.gov

VACANCY NOTICE

Vacancy Title: Program Analyst
Job Order Number: 12164625
Domicile Location: St. Louis
Section/Office: Missouri School for the Blind/Division of Special Education
Annual Salary: \$28,608.00
Deadline: Open until filled

EDUCATION REQUIRED/PREFERRED:

The successful individual will have graduated from high school, training program or possess prior work experience that has prepared the individual to perform duties involving: routine office communications, word processing and data entry, office machine operation, office procedures, public relations, accounting and filing, and records management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience with educational programs or service is desirable.
2. Proficiency in using Microsoft Word, Excel, Access and PowerPoint.
3. Considerable knowledge of standard office practices, equipment and web-based applications.
4. Ability to identify and help solve problems including: locate and synthesize information, identify essential functions, and integrate information from section staff to find useful solutions.
5. Ability to work independently and manage multiple priorities through strong time management skills.
6. Ability to communicate effectively including: oral and written communication skills and maintain confidentiality.
7. Ability to maintain effective working relationships with Department staff and other state and local agencies and the public.
8. Ability to prioritize, organize, and coordinate work activities to achieve established deadlines.

REQUIRED TRAVEL: This position may be required to travel occasionally.

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)

EXAMPLES OF WORK PERFORMED

This is a specialized position for the MSB Superintendent's Office and Business Office, which requires the employee to demonstrate independent responsibility for complex clerical and data functions. The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.

1. Help manage the day-to-day activities required for the operation of the Superintendent and Business Offices: establish priorities, adhere to deadlines and review work for adequacy and accuracy.
2. Maintain leave requests for all directors to submit for processing payroll.
3. Process new employee ID cards through FMDC and maintain emergency contact information cards.
4. Enter requests for repairs, etc. into Archibus for the Superintendent and Business Office.
5. Compile and analyze various data reports/spreadsheets required for MOSIS reporting.
6. Compile, update, and maintain student and staff data in Tyler Technologies System and School Messenger system.
7. Compile, update, and maintain the MSB Organizational Chart and Telephone Directory.
8. Arrange for regional and statewide conference calls and/or meetings for section staff, including remote staff located throughout the state.
9. Assemble special reports or training folders for section staff including: draft and edit documents or spreadsheets, and/or preparing statistical reports.
10. Take comprehensive notes during various meetings and prepare minutes for distribution. Some meetings may require travel to other state office buildings.
11. Process various correspondence including: department purchase requisitions (DPRs) and invoices, expense reports, organize files, maintain inventory, etc.
12. Maintain card sign-in and sign out process (i.e. store cards, gas cards, etc.)
13. Maintain monthly mileage logs, vehicle upkeep and reservations for fleet vehicles.
14. Operate standard office equipment, such as calculator, copy machine, fax machine, personal computer and/or computer terminal keyboard, and electric typewriter.
15. Maintain student accounts and activity accounts including: Preparing student payroll and distribute funds as requested.
16. Prepare checks for invoicing, student funds, donations, etc for deposit.
17. Prepare lunch tickets and collect funds from staff.
18. Maintain petty cash.
19. Performs other related work as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at <http://msb.dese.mo.gov/jobs.html> Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A FULL-TIME POSITION)

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

SELECTIVE SERVICE REGISTRATION REQUIREMENT

Anyone who is required to register under the United States Military Selective Service Act must show proof of registration prior to being offered employment with the State of Missouri. (Authority: Section 105.1213, RSMo.)

STATE TAX REQUIREMENT

State law now requires all employees to pay their state taxes in a timely manner as a condition of employment. Each year the Department of Revenue will determine if any state employees are delinquent in paying their state taxes for the prior tax year. Employees who are delinquent will be notified and given sufficient time to resolve their state tax liability. Employees who fail to meet this requirement will be terminated. (Authority: Section 105.262, RSMo.)

NOTICE OF NON-DISCRIMINATION

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 8th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number (573) 751-9619 or TYY (800) 735-2966.