



Leadership • Collaboration • Support

JOB TITLE: Project Support Analyst

CSEA Salary Schedule, Range 36

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides support to administrator(s) in the planning, coordination, and organization of assigned special projects and activities related to departmental priorities and program needs. Special projects may include local, state, federal programs and grants, etc.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately at 50 words per minute.
- Ability to prepare clear and comprehensive financial statements and reports.
- Ability to train staff and prioritize the work of others.
- Ability to establish and maintain fiscal records and procedures.
- Ability to handle confidential material with discretion.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, contact with other agencies, and the general public.
- Ability to learn to interpret and apply administrative and departmental policies, laws, and regulations.
- Ability to understand and follow complex directions, both oral and written.
- Knowledge of governmental accounting and budgeting procedures.
- Knowledge of modern accounting and budgeting principles, practices, and procedures.
- Knowledge of efficient office methods and practices including filing systems, business correspondence, receptionist techniques, and report writing.
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.

- Knowledge of standard office machines.
- Knowledge of computers and software, including spreadsheets.

EXAMPLES OF DUTIES

- Processes administrative details not requiring the immediate attention of the administrator.
- Collects, compiles, and summarizes data/information pertaining to related administrative or educational activities, and prepares reports.
- Attends meetings/conferences and prepares minutes and summaries of action taken.
- Orders supplies, and prepares and submits monetary claims, billing, purchase orders, and requests for reimbursement.
- Composes correspondence, memos, newsletters, brochures, etc., independently or from direction by supervisor.
- Answers telephones, greets visitors, and answers questions about operational unit using existing policies and procedures.
- Maintains a variety of complex filing systems.
- Coordinates and/or supervises workflow with other unit personnel.
- Arranges committee meetings and develops agenda.
- Monitors and analyzes operational financial and expenditure information.
- Reviews financial documents and reports for accuracy, completion, and conformity to rules, regulations, and laws.
- Evaluates budget income and expenditures to meet program needs.
- Coordinates purchasing within operational unit.
- Performs excess cost analysis where appropriate.
- Assists in budget planning and development.
- Facilitates contract coordination.
- May assist in the development and analysis of effectiveness of special projects.
- Assists with the development of written proposals which may include grants and special projects.
- Prepares reports and meets all deadlines for special projects.
- Makes recommendations to administrator regarding assigned special projects.

- Prepares financial reports from source documents.
- Provides financial advisory services and analysis when needed.
- Reads and interprets all fiscal information necessary to competently perform duties.
- Works closely and harmoniously with all managers, staff, and outside agencies.
- Audits budgets and financial reports.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may train and coordinate the workflow for other staff members in the operational unit as it relates to clerical tasks or special project objectives.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)	Walking (15%)	Sitting (60%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
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Lifting – lbs. (0-40)	Lifting (2)	Bending (3)
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Pushing and/or Pulling Loads (1)	Reaching Overhead (2)	Kneeling or Squatting (3)
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Climbing Stairs (2)	Climbing Ladders (0)
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