

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Administrative Analyst -
Child Nutrition**

Department: Child Nutrition

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: September 2011

**Reports To: Assistant Director and
Director of Child Nutrition**

Purpose of Job

The purpose of this job is to insure the effective and efficient use of resources leading to improved student achievement by performing cost-benefit analysis in support of budgeting, ordering and inventory management and grants; assisting the Child Nutrition Department with all aspects of grants administration; and conducting various administrative support functions including the analysis of participation numbers, labor studies, meals per labor hour studies and additional data needed to assist in the day to day operation of Child Nutrition. This individual will assist with the implementation of labor saving techniques for efficiency in the accounting area of Child Nutrition. It will be the responsibility of this individual to capture data and to assist with free and reduced as well as to assist in the verification process for the Child Nutrition Department.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides cost-benefit analysis in support of budgeting, profit and loss statement by location of cafeterias and discuss areas needing improvement with individual school managers and staff.

Work with the equipment specialist to utilize Government Deals and to assist with the inventory of kitchen equipment, research replacement parts and supplies necessary for proper maintenance of kitchen equipment.

Reviews and evaluates all grant proposals from a fiscal perspective in relation to Child Nutrition

Performs all aspects of grants administration to include the processing and tracking of applications, preparation of grant budgets, assisting with claims for reimbursement, and writing of proposals, as necessary.

Compiles and maintains written records and reports on results of all grant projects and disseminates this information, as appropriate, to other educational institutions, interest groups, state department of education, and the U.S. Department of Education. This will include Free and Reduced data that will assist all departments

Assists the fiscal services operations of the Child Nutrition department in ensuring that accounting records are maintained accurately and in accordance with generally accepted governmental accounting standards.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services and grants administration. Provides data to cafeteria managers, school guidance counselors, principals and book keepers as well as other programs needing the data for grant writing that will benefit title programs, etc.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in business, accounting or a related field with 24 semester hours of accounting coursework. Experience equivalent to three years or more in grants administration, cost-benefit analysis and/or accounting. Additional years of qualifying experience may be substituted for each year of the college requirement. A Masters degree in a related field or a CPA certificate may be substituted for one year of the required experience.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Administrative Analyst-Child Nutrition. Has general knowledge of Child Nutrition and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Analyst-Child Nutrition. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Analyst-Child Nutrition.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Administrative Analyst-Child Nutrition.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date