JOB DESCRIPTION
IT Environmental Analyst

DIVISION: Office of Performance & Information Technology (PIT)	**GRADE:** IT1
DEPARTMENT: IT Infrastructure & Production Services	**WORK DAYS:** Annual
REPORTS TO: Assistant Director (Data Center IT Operations)	**FLSA STATUS:** Exempt
CLASSIFICATION: Classified	**DATE:** 6/8/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: Equity in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The IT Environmental Analyst installs, configures, tests, manages, monitors, supports, and troubleshoots all Data Center, Disaster Recovery Site, and Data Closet Environmental systems at all district locations. Inspects work performed by contractors, vendors and APS personnel to ensure work meets specifications and is compliant with quality standards.

MINIMUM REQUIREMENTS

EDUCATION:
• Associate's degree preferred in an Information Technology, Engineering or related discipline.

CERTIFICATION/LICENSE:
• Data Center, Power Systems, and LEED certifications preferred.

WORK EXPERIENCE:
• 3 years supporting IT Environmental systems, strong Green IT background.

KNOWLEDGE, SKILLS & ABILITIES

• Analytical thinking.
• Ability to organize work in a precise manner.
• Solves problems using clear logic from problem definition to solution.
• Ability to concentrate for long periods of time, and is relentless in pursuit of meaningful solutions.
• Ability to identify areas where other expertise is required and is willing to be self-directed in gaining knowledge and seeking help.
• Self-motivated, learns quickly, follows instructions precisely, and documents his/her work carefully.

ESSENTIAL DUTIES

• Builds, configures, installs, monitors and supports the power and UPS hardware and monitoring systems supporting IT equipment for the entire school district.
• Manages, monitors and executes the Green IT initiatives for APS, including reductions in power and HVAC consumption for all IT devices for the entire school district.
• Configures, manages and monitors HVAC, security and other systems supporting IT equipment for the entire school district.
• Provides infrastructure support for all construction/remodel/relocation projects related to IT environmental support for IT systems for the entire school district.
• Creates and updates documentation and diagrams for the data center, disaster recovery site and data closet environments and ensures audit compliance.
• Provides infrastructure support for enterprise & student applications, including meeting with business and application owners to define requirements prior to project implementation.
• Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
• Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.
Remote Work Requirements:
Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.