



JOB DESCRIPTION
IT Budget Liaison

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: 129
DEPARTMENT: IT Infrastructure & Production Services	WORK DAYS: Annual
REPORTS TO: Executive Director (IT Infrastructure and Production Services)	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 Budget Specialist assists the IT department in evaluating the effectiveness of IT sourcing models, tracking IT spending, and recommend process improvements. Suggests cost corrective actions, optimizing IT spending programs, assisting in IT compliance activities. Requires understanding of budgeting and financial planning process. Identifies sources of available funds to support resolving shortfalls to better align funds within budget constraints. Maintains and archives relevant financial documentation electronically and physically to provide timely and accurate responses.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree in Business, Finance, or related field required.

CERTIFICATION/LICENSE:

- N/A

WORK EXPERIENCE:

- 2 years relative work experience.

KNOWLEDGE, SKILLS & ABILITIES

- Works collaboratively with all IT Executive Directors and CIO.
- Knowledge of ERP systems (Lawson).
- Proficient in Excel, Microsoft Suite, PowerPoint, Outlook.
- Must be able to work under pressure.



ESSENTIAL DUTIES

- Performs program analysis, including planning budgeting, funds allocation, accounts management, internal controls and reporting.
- Maintains a variety of machine and manual files and records (e.g. E-Rate funding, emergency contact lists, vendor contracts, warranties, etc.) for the purpose of documenting activities, providing written reference, and complying with mandated requirements.
- Monitors vendor and service provider contracts (e.g. expiration dates, and scope of agreement, costs, etc.) for the purpose of documenting agreements and tracking budget expenditures.
- Manages IT spend against approved board spend authority and approved contracts.
- Provides guidance on a variety of budget related matters, to include types of funding available, budgetary changes, and year-end closeout procedures.
- Prepares monthly variance scorecard.
- Assists in the preparation of Budget Presentations.
- Presents results through reports, graphs, spreadsheets, and charts.
- 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.



The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.