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**JOB DESCRIPTION:      ASSOCIATE PLATFORM ANALYST**

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<b>DEPARTMENT:</b>	Information Technology	<b>REPORTS TO:</b>	Manager, Platform Development
<b>JOB CLASS:</b>	Associate Platform Analyst	<b>PAY GRADE:</b>	37
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	December 6, 2016

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

**POSITION GENERAL SUMMARY:**

The Associate Platform Analyst supports typically supports one enterprise class application platform system. The Associate Platform Analyst acts as a platform knowledge expert providing knowledge of functionality, best-practices, and limitations of their assigned platform. Working with the Business Analysts, the Associate Platform Analyst, uses their knowledge to solve business problems. They work closely with Business Analysts to analyze requirements and select appropriate platforms and design solutions that meet the needs of the business while balancing the development, implementation, support, and maintenance costs. The Associate Platform Analyst is responsible for collaboratively designing the complete solution from implementation through support. Once designed, they implement, support, and maintain these solutions. FLVS Core Platforms include, but not limited, to Salesforce, ServiceNow, Sharepoint, and Workday. Solutions may require platform administration, configuration, interfaces, and custom code. The Associate Platform Analyst works closely with the team to create custom code, interfaces, and complex configurations. The Associate Platform Analyst works with the Infrastructure team to ensure the appropriate server platforms are available and secure, and with the appropriate continuity solutions in place. Working with the business analyst, the Associate Platform Analyst ensures FLVS is ready to accept and support the new solution. In addition, the Associate Platform Analyst coordinates the overall system administration strategy, executing the day-to-day configuration, support, maintenance, and improvement of their assigned platforms and related systems.

**ESSENTIAL POSITION FUNCTIONS:**

- Work with Business Analysts to review project requirements, and recommend appropriate platform solutions
- Work with Infrastructure Team to provide guidance on set up and configuration of platform servers
- Execute solutions design activities such as code functionality, data definition, page layout design, interfaces, and workflow definition
- Maintain all IT standards including naming conventions, policies (i.e. documentation, security, etc.), and processes
- Design and implement role based security permissions and profiles. These roles will use the centralized FLVS SSO/AD authentication systems.
- Coordinate the implementation and maintenance of platform applications
- Implement the administrative and configuration elements of platform applications
- Execute the modification and/or configuration of FLVS platforms to resolve issues and plan for future growth
- Assist the Business Analyst in providing initial and ongoing training and support to business unit end users
- Ensure platform data integrity by analyzing and monitoring performance data and any threshold limits, and work with the Infrastructure Team to take action to correct deficiencies
- Educate Business Analysts and other team members on new platform feature releases in order to maximize ROI
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree in Management Information Systems, Information Technology, Web Development, or related discipline; or equivalent combination of education and relevant experience
- Industry certifications in Salesforce, ServiceNow, Sharepoint, and Workday, preferred

***Experience:***

- One to Three years implementing, supporting, and administering enterprise class application platform systems
- One year of experience working collaboratively with analysts, developers, and engineers to create complete solutions, preferred
- Experience with the setup, configuration, and support of enterprise class application platform systems, preferred
- Experience supporting educational organizations, specifically K-12, preferred
- Experience working with vendors/partners to configure and develop software solutions

***Knowledge, abilities and skills:***

- Subject Matter
  - Basic SQL skills
  - Basic HTML and CSS
  - Basic Javascript
  - Basic understanding of all areas of platform functionality and have focused knowledge of the key functions
  - Basic understanding of web, mobility, and cloud application models
  - Basic understanding of platform application models (i.e. click-to-configure, templates, data definition)
  - Basic understanding of platform development application lifecycle (development, test, QA, production, maintenance)
  - Basic knowledge of and ability to apply platform support and troubleshooting methodologies
  - Basic knowledge of enterprise class application platform systems best-practice management processes
  - Basic knowledge of source-code repository practices
- Personal and Teamwork
  - Desire to learn and help others
  - Strong interpersonal, organizational, and customer service skills
  - Strong verbal and written communication skills
  - Ability to work with/for multiple employees and meet deadlines
  - Methodical, consistent and patient approach to troubleshooting
  - Desire and ability to take on new challenges
  - Ability to provide instruction to audiences of varying technical backgrounds
  - Creative and analytical thinker with strong problem solving skills
  - Ability to be self-motivated and show initiative to take on tasks
  - Excellent project management skills with the ability to meet deadlines, handle and prioritize simultaneous requests and manage laterally as well as upwards

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<b>PEER RELATIONSHIPS</b> <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	<b>CREATIVITY</b> <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
<b>SELF KNOWLEDGE</b> <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<b>PLANNING</b> <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<b>ORGANIZING</b> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<b>PROBLEM SOLVING</b> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<b>DRIVE FOR RESULTS</b> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*