Director, Analysis and Policy

FLSA Status: Exempt
Pay Grade: 26
Job Title ID: 260500
Job Series/Job Family: E3 Alliance Series (grant funded) / E3 Alliance Family (grant funded)

Reports To

Executive Director

Job Purpose

To direct analysis and policy for the E3 Alliance.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. No duties listed - E3Allliance position.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Business and administrative operations of an educational institution.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications as well as automated financial systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Preferred

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Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.