

TITLE**Administrative Assistant –Technology****QUALIFICATIONS**

1. High School Diploma or GED; Bachelor's Degree, preferred;
2. One year experience in a clerical position and/or an Administrative Assistant;
3. Working knowledge of various operating systems such as Microsoft Windows, Apple, and Chrome and associated experience using Microsoft Office and Google Apps;
4. Satisfactory criminal background check; and
5. Meet health and physical requirements.

JOB GOALS

- To provide administrative and secretarial support; to perform various routine clerical assignments in a professional manner; to receive and channel incoming calls; to provide assistance to students, parents, and staff in a courteous manner.
- To assist the Technology Department with system-wide management of fiscal and telecommunications activities and to prepare, transcribe, systemize, and preserve written communications of the department.

ESSENTIAL FUNCTIONS

1. Perform clerical duties as needed;
2. Receive and route all incoming calls;
3. Oversee Siesta for the technology employees – maintaining back-up documentation as needed;
4. Submit the Siesta timesheets (with supporting documentation) for the department;
5. Schedule meetings, set appointments, and maintain calendars as needed;
6. Serve as Purchasing Agent (with appropriate guidance from the Director - Technology) for the technology department by:
 - a. Recording and maintaining financial transactions, requisitions, as well as purchases for the technology department;
 - b. Maintaining accurate records of computer purchases, product key codes and licenses;
 - c. Assisting with and preparing technology specifications for bidding purposes; and
 - d. Working with Shipping/Receiving in regards to orders, and the receiving of technology items;
7. Serve as a liaison for consultants and vendors who may be hired to provide technology services to the district;
8. Serve as liaison for the schools and Central Office with telecommunication issues and/or projects;
9. Assume responsibility for knowing and following all safety rules and proper procedures;
10. Manage the system's fixed asset inventory, assist with school-level fixed assets; and provide needed program support; and
11. Perform other duties as assigned by the Director – Technology and Director of Schools.

PHYSICAL DEMANDS

This position may require lifting of objects that exceed twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling.
2. Reaching.
3. Talking.
4. Hearing.
5. Seeing.

TEMPERAMENT (Personal Traits)

1. Adaptability to a rapidly-changing environment without loss of efficiency or composure.
2. Accepting responsibility for control and planning an activity.
3. Ability to deal with people in a professional manner.
4. Strong interpersonal communications skills.
5. Ability to meet the public well.
6. Good organizational skills.
7. Demonstrate the ability to implement innovative ideas.
8. Enthusiasm for the job.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principals. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information in the form of graphs, charts, and/or tables.

WORK CONDITIONS

Typical office in an office environment.

Expect year-round employment – maximum of 262 days reflected annually on the ‘Terms of Employment’.

Typical eight-hour work day – normal hours are 8:00 am through 4:00 pm.

NON-EXEMPT from the requirements of the ***Fair Labor Standards Act*** in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.