

Administrative Assistant to Director of Technology

Purpose Statement

The job of Administrative Assistant to Director of Technology is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; coordinating assigned projects and site activities; interfacing with software vendors to operate and maintain systems and data; maintaining computer software; providing technical support to site administrators, and staff; and resolving school site operational issues.

This job reports to Director of Technology

Essential Functions

- Assists users via remote connection for the purpose of troubleshooting and resolving workstation issues.
- Attends school site and departmental meetings for the purpose of providing and gathering information relating to job functions.
- Coordinates a wide variety of projects, functions and program components (e.g. meetings, in-service events, travel and accommodations, District software processes, etc.) for the purpose of completing activities and delivering necessary technology/administrative services in a timely fashion.
- Coordinates some warehouse and device inventory (e.g. asset tags and tagging devices, updating technology department inventory, etc.) for the purpose of ensuring accuracy and availability of necessary items.
- Creates a wide variety of documents and training for District software programs users (e.g. adding and removing accounts, modifying account settings, unlocking accounts, extensive software trouble shooting, etc.) for the purpose of providing information in compliance with administrative guidelines and regulatory requirements.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, ticket management, department web-site, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Manages building and/or departmental technology budgets for the purpose of balancing and reconciling District technology budgets.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. technology program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving Department goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Prepares status reports, user guides and related materials for the purpose of documenting activities, providing written reference and conveying information.
- Presents information on administrative procedures (e.g. department/program policies, Technology Department programs and processes, etc.) for the purpose of orienting new personnel and disseminating information to existing personnel.

- Procures supplies and materials (e.g. necessary technology inventory for the department and District, etc.) for the purpose of maintaining availability and distribution of required items.
- Represents Director in his/her absence for the purpose of conveying and gathering information required for administrative functions.
- Responds to a variety of questions from internal and external parties (e.g. site staff, administration, vendors, etc.) for the purpose of providing information, guidance or referral.
- Trains school site staff, when assigned, on a variety of software applications and hardware operations for the purpose of providing ongoing support and maximizing the capabilities of assigned staff.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using District related software applications; preparing and maintaining accurate records; training personnel; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; in depth knowledge of District software programs; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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