

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Office Manager – Computer Technology

Pay Table: Support

Pay Grade: 8

FLSA Status: Non-Exempt

Job Code: 501

Reports to: Computer Technology Manager

JOB SUMMARY

Under supervision of the Computer Technology Manager, the Office Manager – Computer Technology manages the computer technology support office. Responsibilities include management of work order system, maintenance and troubleshooting of computer technology service and training files, processing of employee leave and personnel actions, acquiring computer equipment quotes and making appropriate purchase, etc.

ESSENTIAL JOB FUNCTIONS

- Manages daily office administrative functions.
- Oversees shipping and receiving.
- Responsible for acquiring pricing quotes and issuing purchase orders for the purchase of computers, peripherals, wiring, connections and software programs according to district bid procedures.
- Issues purchase orders for all related repair parts needed within the department.
- Assists in providing user support for computers, printers, network, systems, copiers, scanners and software programs.
- Serves as intermediary between schools, vendors, coordinators, and engineers on existing problems, solutions, installations, orders and software problems.
- Responsible for entering and maintaining employee leave, and personnel actions.
- Prepares reports and documentation for department manager (i.e., district and school network lab reports, bid specifications, wiring proposals, wiring and lab installation schedules, and labels for software licenses).
- Coordinates purchase requisitions from schools.
- Maintains computer technology support files, training files of upcoming appointments, meetings, seminars, consortiums and certification classes.
- Responds to inquiries from district staff, call center, vendors, and public to provide information or refer to appropriate parties.
- Processes payroll.
- Maintains Department website.
- Assists with the Computer for Kids applications and approvals and annual letter

presentation.

- Manages, prepares, and tracks warranty, replacement parts, and labor reimbursements associated with computers and switches.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of personal computers and computer software programs.
- Knowledge of Computer Technology Support's Work Order System.
- Basic knowledge of parts and usage for local area networks (LANs), computers, laptops, tablets, and peripherals.
- Knowledge of diagnostics for district's user support, ordering and repair.
- Ability to use small office equipment and computers.
- Knowledge of word processing software (60 WPM net).
- Ability to accept, receive or collect payments.
- Ability to prepare and process purchase orders.
- Ability to maintain inventory and property.
- Ability to use or repair small equipment.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Davis School District has the right to revise this position description at any time.