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:	**Technology Services Administrative Assistant**
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	566
Reports to:	Technology Services Administrator/Information Technology (IT) Directors

JOB SUMMARY

Under the general supervision of the Technology Services Administrator and the Information Technology (IT) Directors, the Technology Services Administrative Assistant provides general administrative secretarial support for the department administrator and his/her subordinate directors. Attends and takes minutes for department meetings. Responsible for coordinating aspects of building management including maintenance and repair, room scheduling, building security and other facilities issues. The Technology Services Administrative Assistant organizes, promotes and coordinates professional development training and departmental meetings.

ESSENTIAL JOB FUNCTIONS

- Under the direction of the Technology Services Administrator, schedules and attends meetings as requested by the Administrator of Technology Services and/or IT Directors. Prepares agenda and packet for attendees prior to the meeting and arranges for meeting logistics (i.e., notices, catering, equipment, and/or materials, etc.). Takes minutes and provides transcripts of meetings for review by the IT Directors or the Technology Services Administrator. Distributes approved minutes to committee members and attendees. Follows-up on relevant action items as requested and insures deadlines are met.
- Generates professional written and electronic correspondence within the department and to other departments and outside entities.
- Coordinates with other departmental secretaries and technicians to create, receive and record purchase orders and to ensure efficient work flow.
- Organizes and facilitates professional development for the Technology Services Department. Schedules, organizes and promotes training and information opportunities for the Department, i.e. monthly "lunch and learn" sessions. Schedules all training and conference room use for the building.
- Schedules appointments for the IT Directors and the Technology Services Administrator. Maintains department schedules, calendars, and records of meetings.

- Coordinates meeting and travel arrangements for the Technology Services Administrator and the IT Directors.
- Monitors, maintains and approves purchases of appropriate level of supplies for all departments in the building. Oversees building maintenance and purchasing for the building.
- Responsible for PA's for employees of the building with retirements/job changes etc.
- Oversees creation and printing of departmental brochures, newsletters, schedules, instructional materials and other publications.
- Responsible for acquiring, issuing, recording and reconciling billing for district cell phones. Provides instruction and customer service to users who need support for cell phone devices.
- Helps provide supervision of the building receptionists, providing instruction and feedback where necessary.
- Enters timecards for the Communications Department as needed.
- Creates, receives, records, files and organizes purchase orders.
- Enters expenditure requests, reimbursement requests, mileage requests, etc. for all departments within Technology Services.
- Works with vendors for cell phones, 911 Intrada system, Cisco, and Century Link for the Communications Department.

MINIMUM REQUIREMENTS

- High School graduation or equivalent education/experience.
- Two (2) years of progressively responsible experience related to the above tasks, skills and abilities or an equivalent combination of education and experience.
- Demonstrated experience performing administrative duties.
- Associates or Bachelors Degree in Business, Information Technology or related field preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient and experienced in use of computers and computer programs (i.e., Microsoft Word, Excel, Outlook, PowerPoint).
- General understanding of the District's technology services.
- Excellent written and oral communications skills.
- Ability to collect and understand information, formulate conclusions, and make verbal and written reports and recommendations.
- Ability to establish and maintain effective working relationships with peers in Technology Services as well as district staff, business partners, and vendors
- Excellent interpersonal, problem solving, and organizational skills.
- Ability to work in a fast paced environment, meet deadlines and prioritize tasks.
- Ability to accept, receive and/or collect payment.
- Ability to prepare and/or process purchase orders.
- Ability to maintain inventory and property.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform

the essential job functions: fingering, mental acuity, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

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