

E-Rate Coordinator
New Hanover County Schools

Job Description

Class: Classified
Dept: Technology

TITLE: **E-Rate Coordinator - Support Associate VI**

QUALIFICATIONS:

1. High School degree or equivalent.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.

REPORTS TO: Chief Technology Officer

JOB GOAL: Provide administrative support to Chief Technology Officer and staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Provide training for site copier contacts, maintain accurate records on each copier/printer location, reconcile reports and distribute to schools/locations monthly.
3. Ensure documentation and maintenance of inventory.
4. Responsible for district E-Rate applications including Requests for Proposals (RFP), processing orders and verifying equipment delivery.
5. Reconcile all telecommunication bills for accuracy and discounts and process for payment.
6. Compose correspondence, reports, forms, memos, and flyers.
7. Process paperwork required for staff development workshops.
8. Answer phone for staff members and Technology Department.
9. Perform related duties and responsibilities as requested by the Chief Technology Officer.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate extensive knowledge of office procedures, and Microsoft Office Suite and Windows operating systems.
- Ability to screen visitors, calls, and mail; directs to proper source.
- Ability to compose correspondence, reports, forms, and generate reports.
- Process registrations and make travel arrangements.
- Ability to maintain accurate records on each copier for entire school system.
- Ability to supervise the annual inventory of department.
- Ability to coordinate with others to meet deadlines and accomplish specific tasks; to work alone and accomplish assigned tasks; to communicate clearly and concisely, both orally and in writing.
- Demonstrate extensive functional knowledge of the school system, terminology, procedures and routines.
- Literate in word processing, spreadsheets, and heavy emphasis on database and data entry.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.