

<b>Job Title:</b>	Coordinator, Technology Asset Management
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule, Pay Grade 126
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Technology Services
<b>Immediate Supervisor:</b>	Director, Technology Services

**General Description:**

The Technology Services department is responsible for ensuring that Richmond Public Schools' technology resources function efficiently and meet the needs of the RPS community. The Coordinator, Technology Asset Management supports this work through managing the Technology Asset Management team and creating applicable policies and training related to assets.

**Essential Duties and Responsibilities:**

- Develops and implements the Technology Asset Management Plan for RPS
- Utilizes inventory management and project management best practices to manage RPS technology assets, including the design and execution of asset management guidelines, procedures, and processes
- Coordinates with property management and third party service vendors
- Processes requests and documents for the purpose of maintaining computerized inventories
- Fosters and maintains positive professional client relationships in the daily administration of asset management activities
- Manages and monitors Technology Asset Analyst team performance
- Prepares and reviews asset management reports
- Contributes to team efforts by accomplishing related tasks as needed

**Qualifications:**

- Bachelor's degree required
- Asset management experience preferred
- Computer literacy sufficient to operate spreadsheet and word processing applications (i.e. Microsoft Excel, Microsoft Word, Microsoft PowerPoint)
- Database design/management preferred
- Leadership experience managing and developing teams preferred