

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Purchasing Support Technician (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien.
2. High School Diploma and post high school training in computer and computer related equipment and its configuration.
3. Five years of experience configuring and purchasing computer and computer related equipment and secretarial duties.

REPORTS TO: Chief Information Officer

JOB SUMMARY:

This position is the first line of support for technical purchases and equipment configuration. Support involves all aspects of aiding users for any computer related items. This position will also review all technology-based purchases for correctness, before obtaining approval to process the request. Inventory tracking and purchasing is also a part of this position. Work is performed for information technology functions in all areas, particularly school-related applications where all support is generally via telephone. An essential characteristic of the position is the requirement to answer large numbers of questions that have an innumerable number of variations. The first step is to interpret the specific user's perceptions to determine the actual problem.

Work is performed in accordance with the general training provided by and under the supervision of the information technology technical staff.

This position is distinguished from other positions by its specific assignment to information technology related functions and by its being required to understand and apply information technology purchasing techniques and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Provide purchasing support for all locations and generate any required paperwork accordingly.
2. Determines the appropriate component for the desired function or type of system.
3. Works with staff to acquire information and provide instructions for operations to complete user report and/or service requests.
4. Provides secretarial functions for information technology in respect to purchasing.
5. Provide extensive budget tracking, monitoring and reporting.
6. Provides as much support as possible to others when necessary.
7. Examines requisitions, prepares specifications, selects vendors and prepares bid specifications.
8. Confers with vendors on products.
9. Conducts correspondence with schools and vendors relating to technology purchasing.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Possesses physical skills and stamina to perform job responsibilities.
2. The employee is required to work in a sitting position while operating from the computer keyboard.
3. Must be able to use hand and finger activities, handle or feel objects, and use tools or controls.
4. The employee is occasionally required to stand, walk, stoop, or work from a bending position.
5. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manual computer runs, and filing and handling.
6. Must on occasion run, load, and unload form equipment.
7. Must be able to lift information technology equipment, forms, and boxes.

TERMS OF EMPLOYMENT: 12 Months, salary in accordance with current salary schedule.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of support services personnel

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to job content, organizational structure or state or federal laws

Approved by: _____ Date: _____

Reviewed and
Agreed to by: _____ Date: _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number