

JOB DESCRIPTION
Puyallup School District
Professional Technical - Level 16

Technology Expediter

Purpose Statement

The Technology Expediter is responsible for ensuring the success of technology department business operations; accurately and effectively utilizing proper use of District funds; providing audit trail and reference documentation of purchases; compliance with related bidding regulations; providing accountability for furnishing support to technology projects and staff; financial document preparation; project plans and records management; project communications; technology contract monitoring and expediting assistance with execution of routine contracts; technology report preparation and submittals; and coordinating invoice processing with the Accounts Payable Department. The Technology Expediter should have a sense of urgency, be able to prioritize workload, communicate with professionalism and follow through to ensure that service levels are met and exceeded to meet the core mission of the district.

Essential Functions

- Works with department teams and various other departments to ensure coordination of resources to accomplish the needs and support of the district.
- Works with leadership and helps plan, organize, and align work priorities to meet and exceed service level objectives.
- Communicates proactively and clearly with various teams within department and the district to ensure follow-through.
- Manages tasks, timelines, and deadlines with assurance to customers.
- Contributes knowledge and expertise of area to department leadership to help guide decision making.
- Maintains strict confidentiality of accessible district information resources.
- Collaborates with department leadership and other teams or departments.
- Follows direction of department leadership

Expediter Focused Functions

- Collaborates, prepares, updates, and maintains department cash flow projections for the purpose of implementing and maintaining services in accordance with programmatic and regulatory requirements.
- Coordinates a variety of activities (e.g., invoicing, project components, etc.) for the purpose of ensuring delivery of services in conformance with district guidelines.
- Monitors financial data and operations and project costs (program budgets, etc.) for the purpose of providing cost control reports to various department personnel.
- Oversees the development and monitoring of the department budgets for the purpose of implementing short- and long-range district technology goals.
- Facilitates communication and coordination among district staff and suppliers for the purpose of supporting district technology needs.
- Performs daily management of all technology related documents (e.g., specifications, submittals, communications, request for information, change orders, field authorizations, bid notices, insurance documents, etc.) for the purpose of ensuring compliance with financial, legal, state, or federal requirements.
- Processes documents and materials (e.g., bids, purchase requisitions, processes financial data, change order proposals, field authorizations, etc.) for the purpose of disseminating information to appropriate parties.

Other Functions

- Leads small teams to accomplish tasks, projects and goals of department and district.
- Collaborates with department leadership to periodically revise technology standards to best meet the needs of the district's students and staff.
- Evaluates and responds to special requests for technology and/or support.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS include time management, math/analytics, process improvement to perform multiple, time-sensitive technical tasks with a potential need to upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to read and analyze technical information; compose spreadsheets and other documents. Specific knowledge required to satisfactorily perform the functions of the job include state procurement processes; federal E-Rate program; K-12 accounting; supply chain management; business information systems (BusinessPlus); inventory/asset management (Destiny).

ABILITIES to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; working independently and as part of a team; working with frequent interruptions; meeting deadlines and schedules; exceptional organizational skills; ability to communicate both orally and in writing; and the ability to prioritize effectively.

Responsibilities

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job functions. There is some opportunity to significantly impact the organization's services. Maintain regular and punctual attendance.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Education Associates and/or Bachelor's degree in job related area preferred.

Experience Five years of progressive experience in related field
One year experience in negotiating, administering, and terminating contracts and/or compliance administration required.
Job related experience with increasing levels of responsibility is desired.

Required Testing

No pre-employment Proficiency Test is required

Certificates/Licenses

Valid Driver's License and Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance