

**27J SCHOOLS**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Executive Assistant to the Chief Information Officer (CIO)  
**Date Prepared or Last Modified:** November 2016, Reviewed May 17, 2023  
**Work Year:** 12 Months  
**Department:** Technology  
**Reports To:** Chief Information Officer

**SUMMARY:**

Provide chief level confidential administrative support to the department and Chief Information Officer, including providing department administrative management and performing budgetary and accounting functions. Interpret and provide clarity and direction for CIO directives to all levels of district staff and community representatives. Act as point of contact for ordering District PCs, peripherals, and other technology equipment and provide technology support for service desk calls, emails and walk-ins.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 35% Manage the department by identifying and prioritizing incoming information, phone inquiries, email, and social media and delegating and/or directing issues to appropriate chief, department, or district personnel. Serve as the department's primary contact person for administrative and operational issues; communicate orally or in writing to chiefs, directors, district administrators, staff, parents, local, state and/or federal agencies regarding issues. Make decisions and take action within agreed upon limits. Respond to and process requests for information regarding current and future building sites, as well as provide collaborative information sharing with other school districts and the Colorado Department of Education. Initiate, prepare, and analyze reports; provide technology support; and draft correspondence. Responsible for planning, organizing, and delegating to ensure the smooth operation of the Chief Officer's department.
- D 25% Act as point of contact and coordinator for ordering of District PCs, peripherals, and other technology equipment, and assist staff in identifying and selecting correct equipment. Maintain standard equipment order forms. Manage process from quote through implementation to final vendor payment. Evaluate requests for purchase of computer equipment and supplies to determine appropriate procurement method. Communicate with technology equipment and service vendors to obtain quotes, bids, and to maintain relationships. Develop effective relationships with vendors to facilitate business transactions and enhance future purchases. Compile and maintain organized purchase records by assuring that purchase activities are fully documented.
- D 10% Maintain inventory of District PC, peripheral and other technology equipment.
- D 5% Coordinate computer warranty issues with third-party vendors, and maintain accurate records of requests. Process departmental RMAs (Return Merchandise Authorization) for shipping and ensure credit.
- D 10% Interpret and provide clarity and direction for CIO directives. Initiate action, exercise judgment and/or provide direction to others as appropriate. Interpret district policies, rules, and regulations for administrators, staff, students, community members, and parents.
- D 10% Manage and complete assigned regular and/or special department projects on time and within budget. Develop and implement steps, deadlines, trainings, documentation, reports, guidelines, records and/or communications; coordinate with essential district and community stakeholders; and delegate as necessary to ensure thorough, accurate and timely completion for accountability and transparency. Evaluate project processes and procedures to facilitate further improvements and efficiencies. Monitor the progress and status thereof.

- A 1% Coordinate hiring process for department employees including scheduling of committee members and candidates, including preparation of interview packets, completion of hiring recommendation and notification of applicants when a candidate is hired.
- A 2% Coordinate registrations for district employees to attend technology trainings: facilitate and assist training team with training events.
- Ongoing 2% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent, plus specialized courses in computer information systems, networking, and office procedures.

**EXPERIENCE** 2 years' experience in Windows operating systems, local area networking, microcomputers, and Windows Office products. Requires a minimum of three years of experience in senior-level office management.

**SKILLS, KNOWLEDGE, & EQUIPMENT.**

- Advanced oral and written communication, interpersonal, time management, problem solving, report preparation, and customer service skills
- Strong organizational and multi-tasking skills
- Strong knowledge of accounting, budget systems and math
- Advanced knowledge of and experience with PCs, Microsoft Office and Windows operating systems
- Ability to maintain confidentiality in all aspects of job

Strong secretarial skills and knowledge

**CERTIFICATES, LICENSES, & REGISTRATIONS** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities. Acts a technical resource for hardware, software, peripheral, and telephone users throughout the district on a daily basis by assisting with problems and by providing training.

**JUDGMENT AND DECISION MAKING** Work is guided by product/service/system specifications and department and District policies and procedures. Coordinate, prioritize and act on behalf of the CIO across the department. Supervisor is occasionally involved in decision making.

**DIVERSITY OF DUTIES** Duties require thorough cross training in hardware, software, LAN and WAN networking, office equipment, Internet, E-mail, telecommunications, printers, copiers, and mainframe systems in the district. Additionally, must have strong secretarial and customer service skills and knowledge of department policies and procedures. Responsibilities extend across several district areas on a daily basis.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to stand, walk, and climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to analyze, communicate, instruct, compute, evaluate, and use interpersonal skills. Frequently required to coordinate and synthesize. Occasionally required to compare and copy.