

**JOB TITLE:** NETWORK OFFICE SECRETARY

**QUALIFICATIONS:**

1. High School graduate or equivalent
2. Experience utilizing computer based word processing software such as Microsoft Word, Excel, as well as the complete office package
3. Knowledge of computer usage and modern office practices.
4. Effective communication techniques and procedures. Communicate effectively in oral and written form.
5. Establish cooperative relationships in a calm and tactful manner.
6. Effectively carry out oral and written directions.

**REPORTS TO:** Director of Technology

**JOB GOAL:** To assure the smooth and efficient operation of the Network Office. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the Network Office. To contribute to the office of information technology so that it can be effective in the educational and technological process.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide phone and in-person support to users in the areas of e-mail, standard desktop applications, custom developed software applications and access to school resources.
2. Assist the Director in ordering equipment and correspondence with vendors, including the creations of purchase orders.
3. Assist in preparation of departmental reports, bulletin entries, and other items.
4. Serve as receptionist, answer calls, and greet guests.
5. Provide clerical assistance to the Director of Technology.
6. Operate computer, using word processing software (Microsoft Word), Internet, Microsoft Outlook, copier, and other office machinery.
7. Monitor office supplies; reorder as necessary.
8. Maintain inventory of equipment, etc. for department.
9. Maintain warranty and repair records for computer equipment.
10. Perform other job related duties as assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Network Office Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Technology)