



Franklin Pierce Schools

Job Description

POSITION TITLE: Office Manager - Information Technology

JOB SUMMARY: The Information Technology Office Manager is responsible for assisting the Chief Technology Officer and Information Technology (IT) staff. The IT Office Manager works with other department personnel to equip, train, and support students, staff and administrators to effectively utilize current and emerging technologies as tools for effective learning.

ESSENTIAL JOB FUNCTIONS:

- Provides support for IT Department projects by identifying necessary resources and analyzing spending against the project budget using established department methodologies and project standards.
- Purchases technology, software, and services from vendors for the department and district in accordance with district standards.
- Creates content, updates, and designs the department pages on the district website.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Processes various documents (e.g. invoices, procurement card, purchase orders, etc.) to ensure data is accurate and to respond to other departments.
- Maintains records and files (technology levy, payroll, leave requests, Student Acceptable Use Agreements, Informed K12, eRate, equipment, etc.) to provide current and timely information.
- Reviews written materials prepared by team members for formatting, grammar, etc. before dispersing to intended recipient.
- Attends meetings and trainings as needed to share and/or gather information; reserves location, prepares and distributes materials (e.g. agenda, notes, etc.).
- Inventories and catalogs new products for IT staff.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Four years of office experience in a school setting preferred.
- Experience in the information technology field preferred.
- Excel certification, preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computer.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.

Information Technology Office Manager, Continued

- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow up on details.
- Must be able to read and interpret specific rules, laws, and agreements, and apply them with good judgement.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be available to work emergency hours, i.e., start of school year, during snowstorms, or on other necessary occasions.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested or required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have knowledge of budgeting, financial, and statistical record keeping.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must work cooperatively with district departments to assure the accuracy of the student information system data base on State reporting requirements and district defined policies.

REPORTING RELATIONSHIP: Reports to the Chief Technology Officer

April 2000

Rev. August 2008

Rev. December 2008

Rev. December 2017

Rev. March 2025