

CLASS SPECIFICATION

MOTT SPECIALIST

DEFINITION

Under the direction of the Director, Maintenance/Operations, Transportation, and Technology, perform specialized clerical, technical, and administrative work of complex difficulty requiring familiarity with and application of a wide variety of procedures; perform public relation and communication services; work and collaborate with district and school site staff; and do other related work as assigned.

REPRESENTATIVE DUTIES

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures, and explain to stakeholders as needed
- Exercise appropriate judgement and discretion, requesting assistance when needed
- Perform departmental tasks requiring significant initiative and independent judgment in the development of necessary procedures and problem resolution resulting in accurate, complete, and timely work products within rigid time schedules
- Perform a wide variety of clerical work, including typing/word processing, proofreading, spreadsheets, filing, and distribution of all correspondence/mail
- Compose and create correspondence, reports, presentations, and newsletters/flyers from brief verbal instructions, notes, or own initiative
- Receive, audit, and verify purchases for the district, including returns for any warranty issues
- Responsible for creating and maintaining all district equipment in the department's asset management program.
- Store stock items in warehouse, keeping shelves and goods in a clean and orderly condition
- Distribute stock items to various departments/sites according to purchase orders
- Drive a vehicle to various sites to conduct work; prioritize and coordinate response to emergency service calls
- Review, process, reconcile, and maintain a variety of records such as software licenses, hardware serial numbers, purchase orders, work orders, time sheets, supplies, and keys
- May create and review student electronic files, according to Board Policy, with a high degree of accuracy; also ensure proper use of and access to said student files
- Perform a variety of dispatching duties related to student transportation for the district, including regular education, special education, field trips, and special event routes
- Operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests
- Communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards, and other concerns; notify drivers, supervisors, parents, and/or authorities as appropriate
- Communicate with a variety of stakeholders to provide assistance with simple first-level technical hardware and software issues, scheduling, equipment checkout and setup, and work orders for required service
- Consult with vendors, service providers, and technical support regarding purchase of parts, status of repairs, and answers to software and hardware-related questions
- Configure, test, and install computer systems and related equipment
- Assist with Application Programming Interface (API) and Secure File Transfer Protocol (SFTP) program setup and annual rollovers

- Assist in physically checking out devices to staff, students, and parents
- Perform maintenance, installation, configuration, and troubleshooting of Mobile Device Management (MDM) systems
- Assist with maintaining all state and industry-required documents
- Assist with identifying and applying for grants

QUALIFICATIONS

To perform this job successfully, an individual must possess the following.

Knowledge of:

- Modern office practices and procedures, including phone etiquette, filing, and the preparation of business correspondence
- Microsoft Office and Google Suite
- Correct English usage, spelling, grammar, and punctuation
- Methods of receiving, storing, issuing, packing, and shipping equipment, and supplies
- Basic terminology used in computer, printer, peripheral technology-related equipment, and video operation and maintenance
- Interpersonal skills using tact, patience, and courtesy
- Traffic laws and safe driving practices

Ability to:

- Lift/move equipment and supplies
- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Actively collaborate with all departments and school sites
- Maintain confidentiality
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Accurately type at a speed of 50 words per minute from clear, legible copy
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality
- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures
- Safely operate a district vehicle

Education and Experience:

- Graduation from high school or equivalent
- Courses or experience in computer technology, hardware, and software applications

LICENSE AND CERTIFICATION REQUIREMENTS

Must hold and maintain throughout employment:

Valid California driver's license (Class A, B, or C) and must submit to a Department of Motor Vehicles license check if requested

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling objects normally not to exceed 30 pounds, and may involve heavier objects up to 50 pounds with assistance. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required.

Board Approved: September 8, 2022