MOORE PUBLIC SCHOOLS

Job Title: **IT Budget Procurement Specialist**

Qualifications:

Credentials: Valid Oklahoma Driver's License, and acceptable driving record;

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: At least 3 years accounting or general bookkeeping experience required. Experience in accounting, purchasing, accounts payable, property accounting or related business and/or financial services field, preferably in an educational or governmental environment, desirable. Must have experience using word processing, databases, and spreadsheets, as well as working with computerized accounting software.

Experience in operational budgets for Oklahoma school districts preferred. Knowledge and experience in working with Oklahoma Cost Accounting System (OCAS) and related State Department of Education regulations.

Experience working with automated property accounting systems/records, and scanning and bar-coding equipment, is also desirable. 3-4 years of secretarial and/or clerical experience in an educational environment is desirable.

Special Skills, Knowledge, Abilities:

Knowledge of informational and instructional technology, computer hardware, software, device distribution, device inventory, help desk support/ management, technology systems, procedures, policy, and networks is strongly recommended. An incumbent in this position must be flexible, have a positive attitude and be willing to learn; also have keyboard entry skills and analytical problem solving abilities.

Serves as a Technology Center liaison with vendors, classroom teachers, building administrators, and district personnel in interfacing district needs with new technologies. Plans and implements purchasing and procurement of technology in areas related to information technologies and instructional technology. Consults with instructional staff, accounting department, and asset control on a regular basis. In collaboration with the Director of Technology or designee, plan and implement programs, trainings, events, and other district initiatives.

Communication Skills (oral, written, or business): Exceptional communication skills to exchange information give/receive complex instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, computers, 10-key calculators, and multi-line telephone consoles. Intermediate level experience in word processing and spreadsheet software packages is desired.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 60 required.

Site: **Technology Center**

Reports To: **Director of Technology**

Job Goal (Purpose of Position): Performs skilled-level secretarial duties under general supervision to assist the Director in the efficient functioning of the office and to assist the Technology Department. Assists in ensuring the accuracy and integrity of the financial accounting for the Bond Funds overseen by the Technology Department. An incumbent in this position will follow generally standardized operating policies and procedures.

This position works to develop procedures and plans for technology deployments for district, staff, and students. This individual manages inventory of these assets, develops and recommends replacement schedules, and develops, coordinates, and implements technology deployment and support. This position covers planning and delivery of customer support services including installation, and troubleshooting.

Performs purchasing duties under limited supervision to assist the Technology Director to receive, review, and process purchase orders and reports. These include data entry, preparation of various reports, and verification of accounting codes, authorized buyers, and authorized vendors. The dollar amount of purchases must be reviewed to ensure State statutes are being followed.

Under minimal supervision, performs fixed asset accounting duties, maintaining a "perpetual" system that records all district property transactions on a timely basis, and any other duties and responsibilities as may be assigned by the Director of Technology.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion this individual will need to utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is empowered to choose the solution based on best practice and in accordance with the servant oriented vision for the Technology Center team.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1) General Responsibilities

a) Performs clerical support functions for the Director of Technology using word processing, database, spreadsheets and other necessary software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned.
b) Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May process grant applications May assist in opening and distributing mail.
c) Organizes and maintains various files including confidential files.
d) Schedules meetings and make all necessary arrangements. May prepare agendas and summary minutes for various committees, task forces, etc. May be required to make travel arrangements. Monitors and maintains a neat and organized office.
e) Must be able to adjust priorities of director(s) in performing clerical assignments and assisting them in minor administrative details and assignments and can perform these tasks with sensitivity, confidentiality and professionalism.
f) Maintain Technology's purchasing page.

2) Bonds and Procurement

a) Work with school sites to get needed technology.
b) Work with vendors to get quotes in accordance with district guidelines.
c) Works with state and federal agencies in a timely manner.
d) Assists in preparation of the annual Technology budget.
e) Assists in reviewing budget reports to ensure that departments and projects stay within their budget allocations.
f) Performs data entry and analyses of various financial accounting and budget information.
g) Assists in reviewing pay applications and invoices to ensure accuracy.

h) Review OCAS coding and checks for accuracy.
i) Processes daily requisitions and cuts purchase orders for the Technology Department.
j) Establishes procedure for and assists in encumbering all Technology Bond Funds.
k) Establishes and deploys the compilation or assists in compiling and typing reports such as monthly, quarterly and annual reports related to Bond Funds.
l) Maintains a complete and systematic set of records of all financial transaction for the department.
m) Maintains knowledge of and follow district policy regarding accounts payable, purchase orders/requisitions, OCAS, and Other budgetary requirements.
n) Oversees information related to OCAS concerning Technology purchases and works with Accounting Department on any updates/training concerning OCAS manual and system.
o) Orders and maintains supplies as needed. Maintains expenditure reports/records; prepare purchase orders/requisitions. Performs any bookkeeping tasks as assigned.

3) Inventory Management
a) Utilize our management tools to maintain inventory of hardware and software.
b) Work with vendors to coordinate appropriate disposal of technology assets.
c) Remain current regarding best practices, policy, and procedures for technology disposal.
d) Receives and catalogs incoming hardware and software as needed.
e) Manage deployment to staff and student to device ratio for students grades PK-12.

4) Helpdesk/Website
a) Compile frequently asked questions and place on knowledge base.
b) Use ticket based system to track items needing purchase and/or repair.
c) Work with site based technology support and site contacts.
d) Collaborate with Technology Center partners to support ongoing technical support of instructional initiatives.

5) **Professionalism**
a) Follow Board of Education policies and regulations.
b) Maintain confidentiality.
c) Exhibit a positive attitude with clients and co-workers.
d) Communicate with immediate supervisor on problems in the office and at sites that affect the functioning of Information Systems.

Physical/Mental Requirements and Working Conditions:

In a workday, the employee must able to stand/walk 4 hours per day. Employee's job requires frequent bending/stooping, squatting/crouching, crawling/kneeling, and pushing/pulling; and reaching above the shoulders.

Employee's job requires occasional carrying/lifting of up to 50 pounds to move computers and printers.

Employee's job requires working in a vehicle to pick up and deliver equipment. There is always a shock hazard in the working area if not careful.

Supervision exercised: An incumbent may supervise Office Aides/Assistants.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 03-20-17