Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

| | | | |
|---|---|---|---|
| Job Title: | **Department Technician I (Information Technology)** | FLSA Status: | **Non-Exempt** |
| Job Family: | **Classified – Support Services Administrative** | Pay Range: | **SS35H** |
| Prepared/Revised Date: | **December 1, 2025** | Job Code: | **50603** |

**SUMMARY:** Responsible for management and monitoring IT (Information Technology) department financial transactions, orders, and purchases. Complies with applicable internal control and accounting procedures. Assists Information Technology Support Services Supervisor with department budget documentation and organization. Provide assistance and support to schools, sites and departments that process financial transactions and related vendor coordination.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Manage requests from the district ticketing system and complete tasks assigned for work order management. Assist the IT Department with purchasing hardware and software through vendor databases and requesting quotes from vendors. Process purchase orders, invoices, vendor payments, and deposits. Provide customer service to clients requesting purchases.
2. Maintain filing and electronic record keeping system including invoices, vendor contact information and other related documentation.
3. Assist with communication tracking systems for wireless devices and landlines. Track, update and monitor district phone budgets and charges. Allocate all charges for District phone bills including local, long-distance, cell phone billing, and MiFi billing. Complete journal entries for equipment charges.
4. Monitor and reconcile IT Department purchasing card transactions. Assist IT Asset Manager with fund allocations to school, site and department budgets using the district finance system and complete budget expenditure journal entries as needed. Track customer receipts, documentation and back-up for purchases.
5. Draft, publish and maintain knowledge base articles for internal IT documentation and outward facing articles for district staff.
6. Develop and maintain positive working relationships with District and school site personnel, vendors, customers, financial institutions, etc. Ensure compliance with district, state, and federal requirements. Serve as the front-line customer support resource for external and internal questions on financial and compliance-related issues for the IT department.
7. Serve as a member of the ITC and JSSC crisis response and safety teams, ensure adherence to building and complex safety protocols.

8. Answer the Information Technology Center's main telephone line, route calls, take messages, and provide general information. Coordinate and ensure coverage for phone and front door duties with other ITC department teams.
9. Assist with scheduling and preparing conference rooms for meetings, as requested.
10. Monitor building conditions and enter building work orders for maintenance as needed; order building supplies.
11. Provide general clerical support (copying, data entry, filing, etc.). Type and distribute correspondence, letters, forms, memos, & minutes.
12. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or completion of G.E.D.
- At least two years of related experience

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Reports to:** | IT Support Services Supervisor | |
| **Direct reports:** | This job has no direct supervisory responsibilities. | |

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands to finger, handle or feed | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | | X | |
| Coordinate | | | X | |
| Instruct | | X | | |
| Compute | | | X | |
| Synthesize | | | X | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |