



Technology Management Assistant

Position Summary

The purpose of this position is to provide a variety of complex administrative support and assistance by relieving executive administration of administrative details pertaining to operational management and coordination of programs and services. Administrative tasks include areas of budget administration, human resource management, program planning and administration, and policy and procedure compliance. The incumbent will perform related administrative and management duties as required. Additionally, the incumbent will conduct a full range of procurement activities including coordinating and scheduling meetings with vendors and district staff and supporting the procurement of technology equipment for the district, including planning, organizing and overseeing related operations and activities.

Supervisor Relationships

Reports to and works under general direction and guidance of the Director of Technology. May provide technical and program coordination and support to department leadership and support staff.

Essential Functions

1. Provide budget and fiscal management assistance by documenting and maintaining financial documents, prepare and review budget forms and expenditures for compliance with policies and procedures, analyzing and forecasting expenditure trends, and recommending solutions to financial discrepancies.
2. Compile and analyze data and information associated with planning and program implementation and evaluation.
3. Conduct program and policy research and provide summaries and recommendations to achieve department strategic goals.
4. Clearly communicate department and district leadership policies with building, department and district leadership administrators procedures for procurement of technology.
5. Draft, compose and otherwise develop internal and external written communications for leadership through general direction and/or communication outlines. May require transcription of recorded communication.
6. Perform related administrative support work as required, such as scheduling and coordinating meetings, preparing and compiling documents in preparation for meetings, and maintaining sensitive materials.
7. Order, purchase and receive supplies, equipment, materials, and services from a variety of sources and vendors.
8. Process and maintain accurate records, documents, and contracts pertaining to the purchase of goods and services.

9. Process technology warranty claims on a variety of equipment, which includes initiating claims with the manufacturer, obtaining RMA and arranging return shipping of defective equipment.
10. Maintains regular and prompt attendance.
11. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Demonstrated knowledge of office management principles, practices, and systems.
- Demonstrated skills in using current office technology and equipment
- Knowledge of English grammar, spelling, and composition.
- Ability to transcribe from recorded messages and direction.
- General knowledge of clerical accounting principles and practices, and budget management and expenditure forecasting.
- Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements, and procedures.
- General knowledge of District policies and procedures impact on the program or programs assigned.
- Familiarity with Technology practices and procedures. Ability to interpret and apply technology department functional policies and practices.
- Excellent interpersonal communication skills and ability to work effectively with all stakeholders.
- Ability to anticipate program or organizational needs, and work independently without direct supervision. Ability to perform work with only general direction and a statement of objectives.
- Ability to distinguish sensitive information and files, and maintain confidentiality of information.
- Knowledge of methods, principles, and practices of purchasing materials, supplies, and equipment.
- Knowledge of inventory control systems, bookkeeping practices and the receipt of materials, supplies, and equipment.
- Ability to type and perform data entry.
- Ability to independently recognize and effectively prioritize necessary tasks.
- Knowledge of evaluative processes used in determining comparative costs and quality.
- Ability to plan, organize and conduct buying activities involving a variety of goods and services from numerous sources and vendors.

Minimum Qualifications

- Considerable and progressively responsible administrative support experience.
- Graduation from high school or equivalent; post-secondary education and training in office management strongly preferred.
- Working knowledge of procurement policy and procedures strongly preferred.
- Experience in differentiating practices for diverse populations.
- Ability to work effectively and collaboratively with diverse stakeholder populations.

- Biliteracy skills strongly preferred.

Working Conditions

- 12 month work year (July 1- June 30); eight (8) hours per day; occasional overtime may be required.
- The primary work environment is office setting and indoor spaces at district Schools/properties.
- Must be able to remain in a stationary position for prolonged periods; exposed to a visual display terminal for extended periods; may experience frequent interruptions;
- Must to be able to travel to district different district locations and grounds, occasionally moving on uneven surfaces.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	12 12-Month Work Year
Approved by	Cydney Vandercar Asst. Superintendent for Administrative Services
Last revised	02/2019