



**JOB DESCRIPTION**

<b>Job Title</b>	Information Technology Secretary
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Director of Technology
<b>Classification</b>	Hourly Classified
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Information Technology Secretary works directly with the Director of Technology to provide a high level of administrative support and confidentiality in district and department activities. The Information Technology Secretary must operate with a considerable degree of independent judgment and initiative as well as confidentiality.

**Essential Job Functions**

- Coordinate and communicate the department’s expectations and work with other director’s secretaries in Teaching & Learning, as directed by the Director of Technology.
- Answers the phone, greets visitors, answers questions and provides information as requested. Represents the Director of Technology through telephone, written, and personal contacts.
- Provides guidance and assistance to teachers, administrators, and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Screens and summarizes content of incoming materials and specially gathered data. Briefs supervisor regarding important issues or conflicts; distributes outgoing documents and correspondence.
- Serves as a positive public relations advocate for the department, including dissemination of school/department information.
- Schedules and sets up meetings including arranging for and serving refreshments provides necessary materials for meetings as directed.
- Prepares materials for Board of Education meetings and various department related committees.
- Makes conference and travel arrangements for Department of Technology and other District staff travel funded through the Department of Technology.
- Ensures, in the supervisor’s absence, that requests for action and information are handled or referred in a timely manner.

- Prepares and/or keyboards proposals, reports, presentation material, forms, flyers, statistical summaries, and other documents and communications that are complex and non-routine.
- Creates graphical materials to communicate Department of Technology activities.
- Creates technology related instructional material as directed.
- Types contracts and related documents, secures appropriate signatures, and tracks documents through the approval process.
- Establishes accounting systems and maintains records for all departmental budgets.
- Coordinates budget, data, and submission for various Technology grants.
- Maintains Department of Technology web pages and intranet site.
- Maintains Department of Technology staff in-service registration site.
- Maintains accurate files and records and processes incoming correspondence as instructed.
- Assists in budget and grant development, including submission and modification of online federal grants.
- Maintains accurate records of expenditures of local department budget federal grants and keeps inventory of materials purchased.
- Purchases supplies and equipment and maintains supply inventory.
- Codes time cards/AESOP for department.

#### **Ancillary Job Functions**

- Takes notes and minutes during meetings as assigned.
- Schedules appointments for the Director of Technology as needed.
- Assists in preparation of reports and other department material.
- Performs other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate’s degree or certification in administrative assistant/office management or other relevant degree and experience combination.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of district secretarial/clerical skills test.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Knowledge of district computer programs.
- Understanding of technology terms and familiarity with technical equipment.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.).
- Strong Microsoft Office (Excel, Word, PowerPoint, Outlook, and OneNote) knowledge and ability to use Excel to provide reporting in various forms.

- Strong Adobe Acrobat knowledge and ability.
- Ability to efficiently use on on-line enterprise financial system as it relates to procurements and reporting.
- Ability to organize, receive, inventory, ship, track, deliver, and setup basic technology equipment.
- Provide flexible office coverage as needed in support of department operations.
- Ability to efficiently manage an office environment.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to function independently, adapt to change, and make sound judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to compose letters and memoranda.
- Maintains a high degree of confidentiality on sensitive issues.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May be required to lift up to 25 pounds.