

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Administrative Assistant **WAGE/HOUR STATUS:** Non-Exempt
REPORTS TO: Director of Technology **PAY GRADE:** 25,000 starting
DEPT./SCHOOL: Technology Department **DATE:** April 10, 2006

DAYS IN CONTRACT: 226

PRIMARY PURPOSE:

Assist with the daily operation of Technology Department, manage the Technology Department office and provide advanced clerical services to the Director of Technology.

QUALIFICATIONS:

Education/Certifications:

3+ years experience in a technology department, Associate's Degree, or comparable training, and experience with grant writing
A+ and Network+ Certification or willingness to acquire within one (1) year

Special Knowledge/Skills:

Proficient typing, keyboarding, and file maintenance skills
Knowledge of correct English usage, grammar, spelling and punctuation
Knowledge of web page design and maintenance
Ability to use personal computer and software to develop spreadsheets and databases, plus be skilled in the use of word processing software
Knowledge of installation, troubleshooting, and repair of computer and network-related equipment and peripherals
Knowledge of Windows 95/98/2000/XP operating systems and software
Effective interpersonal, organizational, and communication skills

Experience:

Three years secretarial experience in a technology department and with grants, such as E-Rate, preferably in public schools
Experience with troubleshooting problems with a variety of computer operating systems and hardware configurations
Experience in working with computer networks

Phone: (999) 888-7777 Fax: (999) 888-7777
Address Street, City, TX 12345

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MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the Director of Technology and office using personal computer or typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Manage the office staff for the Technology Department
4. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within level of responsibility.
5. Prepare, process, and track all purchase orders and payment authorizations.
6. Perform routine bookkeeping tasks, including simple arithmetic operations, to maintain department budget records.
7. Monitor and process personnel time records including leave requests and reports; compile and submit to central office.
8. Order, input and track all information on purchases of supplies and equipment for the Technology Department.
9. Assist the Director of Technology in the development and application for grants
10. Create, edit and maintain web pages for Internal and External Web Site as directed by the Director of Technology.
11. Maintain a schedule of appointments for the Director of Technology.
12. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

Physical Demands/Environmental Factors:

Some district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by (supervisor): _____ Date: _____

Reviewed by (employee): _____ Date: _____

Approved by (Human Resources): _____ Date: _____

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