**Information Technology Office Manager**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Information Technology **Classification:** Paraprofessional

**Dept/Campus:** Information Technology **Paygrade:** Para-8

**Wage/Hr Status:** Nonexempt **Revised:** October 2016

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Facilitate the efficient execution of the Information Technology administrative operations, including: payroll, purchasing, managing the work order system, managing inventory control, and ensuring that all technology needs are scheduled for special events. Provide clerical support for the administrative staff, and assist district staff members via phone-based technical support as needed. Provide superior customer service.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Patient and calm demeanor with students and others

**Experience:**

One to three years of secretarial experience preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Manage technology related special needs requests, to ensure effective and efficient coverage.
2. Monitor the technology work order system, and help director insure quick and efficient resolutions are provided.
3. Respond to inquiries, and assist employees with questions/concerns about technology related issues.
4. Manage and maintain the district’s technology inventory program.
5. Serve as contact person for campuses as to status of technology work orders.
6. Type all written correspondence; receive and properly route incoming calls and mail to appropriate personnel.
7. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
8. Manage all aspects of ordering, storing, and distributing supplies/material/equipment.
9. Manage fixed assets for campus/department.
10. Schedule meetings and appointments and maintain calendar of events for assigned administrator or supervisor.
11. Monitor personnel time records and other department records and prepare any necessary reports.
12. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions including state and local attendance and PEIMS policies when applicable.
13. Responsible for preparing, submitting, and monitoring absences, leave balances, and payroll records for staff according to established deadlines.
14. Enter purchase requisitions and submit payment for invoices for in a timely manner.
15. Assist with fingerprinting as needed.

**EQUIPMENT USED:**

Computer, audiovisual equipment, calculator, printer, and copier

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written),

maintain emotional control under stress and a clear focus on customer service, manage others in a non-coercive manner

**Physical Demands**

Must be able to position and move about within the work area. Ability to retrieve, transport, position/reposition items, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; prolonged use of computer; frequent interruptions; ability to reposition and transport 50lbs

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

Employee Date

Supervisor Date