

## District Position Description



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<b>Position Title:</b>	<b>Secretary for Technology</b>
<b>Department:</b>	<b>Technology</b>
<b>Reports To:</b>	<b>Director of Technology</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>

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### **SUMMARY:**

Serves as the initial contact for all general telephone inquiries and foot traffic. Contributes to effective school/public relations by prompt and courteous handling of all telephone calls, inquiries, and visitors and disseminates general information. Provides secretarial and administrative support as requested.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Logically track information for multiple projects and budgets.
- Guide and adhere to procurement issues related to technology purchases.
- Be familiar with Technology equipment, components and cables required for technology connectivity.
- Help create Requests for Proposals and track Purchase Order information over multiple years.
- Supports asset management related to technology purchasing and shipments.
- Maintain an inviting and professional work environment that supports the goals of the department and district.
- Provides direct secretarial support to the Director of Technology.
- Performs a variety of routine to moderately complex secretarial or administrative duties, which include but are not limited to preparing reports and correspondence, researching and compiling data for report preparation and/or decision making purposes, scheduling meetings and appointments, preparing meeting materials, maintaining computer recordkeeping operations, establishing and maintaining filing systems, making travel and conference arrangements, etc.
- Processes department/school purchase orders for technology equipment, software and related supplies and services; orders and maintains inventory of department supplies and equipment; processes invoices for payment.
- Maintains accurate and up-to-date vendor records; communicates with vendors as necessary to obtain product information, resolve discrepancies and expedite orders.
- Provides budget/account information to supervisor as requested.
- Maintains list of persons within the District who are qualified and available to provide technical support and troubleshooting as needed; contacts technicians as necessary to respond to technological problems.
- Checks out equipment to District staff as requested.
- Develops and/or maintains various records, reports and/or spreadsheets using a variety of applications and word processing software.
- Maintains payroll and timesheet information for temporary, contract, and summer workers.

- Types, copies, files and mails various routine and confidential letters of correspondence, reports, records, etc.
- Maintains confidential department personnel files.
- Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.  
Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.
- Performs other routine office duties as necessary, including but not limited to processing daily mail, maintaining lists and logs, sending and receiving faxes, copying and filing documents, etc.
- Operates a variety of equipment, which include a computer, printer, typewriter, copier, fax machine, telephone, calculator, etc.; uses clerical, computer and copier supplies.
- Interacts and communicates with the immediate supervisor, coworkers, other District administrators and staff, school administrators and staff, vendors and service providers, and the general public.
- Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High School Diploma or GED and 4 years experience; or AA Degree in secretarial science and one year experience; or BS degree in business education or secretarial science. Must be able to effectively deal with the public and staff both in person and on the phone.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to customers, clients, other employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:**

Ability to deal with problems involving a variety of variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Valid SC Driver's License. Ability to develop effective working relationships with staff and the community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

**PHYSICAL DEMANDS:**

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. Employee must be able to distinguish where a sound is coming from. The employee frequently communicates through speech.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The noise level in the work environment is quiet. The employee is continuously interacting with the public and staff.**

**TERMS OF EMPLOYMENT:**

12 Months

Clerk and Office Staff Salary Scale

***The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.***

**EVALUATION:**

Performance of this job will be evaluated annually according to Board Policy.

**DISCLAIMER STATEMENT:**

***The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

*Updated 2017*