



## **JOB DESCRIPTION**

<b>Job Title</b>	Information Technology Clerk
<b>Department</b>	Information Technology
<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 Clerk performs critical administrative functions in support of all department operations, including staff development, software purchasing and record keeping, technical services, and department budgeting. The Information Technology Clerk works directly with the Director of Technology to provide a high level of support for district technology.

## **Essential Job Functions**

- Manages licensing database of all software and district account management across departments. This includes maintaining accurate records of software purchases, renewal dates, license numbers, installation locations, and vendors.
- Purchases and renews software, subscriptions, licenses, and hardware for all district instructional and operational needs.
- Coordinates the software renewal process through direct contact with each department. This includes distribution of software serial numbers, license keys, installation software and updates.
- Communicates with software and hardware vendors to resolve shipping, renewal, licensing, and other issues with orders and invoices.
- Effectively presents information and responds to questions from staff, outside organizations, and the public.
- Assists in budget development.
- Enters budget requests into financial system and runs financial data reports for budget development and monitoring.
- Reconciles technology budget for contracted services, software, and hardware.
- Maintains financial records and provides a variety of monthly reports for all departmental budgets and reviews with Director and department leads.
- Maintains accurate records of expenditures of local department budget and keeps inventory of materials purchased.
- Processes p-card transactions, coding of transactions, and ensures complete documentation is retained and filed.
- Ensures timely payment for good and services received by the department through authorization of invoices for payments by p-card or through District Accounting department.

- Requests journal entries and enters budget transfers.
- Researches ordering information on the internet.
- Solicits quotes, prepares summaries, and presents price comparisons of hardware, software, and services related to technology.
- Composes correspondence and contracts as directed.
- Assists with scheduling departmental or individual meetings for technology department members.
- Participates in development of department goals, objectives, and processes.
- Type letters, generate reports/documents and maintain accurate files.
- Receive, return, and price orders for the Technology Department Tech Support.

#### **Ancillary Job Functions**

- Supports the Director of Technology and other department staff with clerical functions as needed.
- Provides office coverage as needed for day-to-day departmental operations.
- Performs other related 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 or Technical diploma or degree from a vocational technical college.
- Experience and completion of advanced training in Microsoft Office and in business accounting systems.
- Recent successful experience in secretarial or office setting.
- 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.

- Associate's degree or certification in administrative assistant/office management.
- Minimum of three years related professional experience.
- Demonstrated experience and understanding of technology terms and equipment.

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

- Strong Microsoft Office (Excel, Word, PowerPoint, Outlook, and OneNote) knowledge and ability to use Excel to provide reporting in various forms.
- Ability to interact with staff, coworkers, and the public in a friendly, service-oriented manner.
- Ability to function independently, adapt to change, and make sound judgement calls.
- High level of organizational proficiency and ability to multi-task successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to maintain a high degree of confidentiality on sensitive issues.
- Ability to develop and maintain work deadlines.
- Ability to carry out work with a high degree of accuracy and strong attention to detail.
- Ability to exercise reliability, responsibility, dependability, and fulfill obligations.

- Effective communication skills with knowledge of business English, spelling, and composition.
- Ability to develop new record keeping files, maintain accurate records, and complete computer data entry tasks.
- Ability to learn, use and understand the District's financial system as it relates to procurement and reporting.
- Ability to establish and maintain effective working relationships.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**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.

- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to lift up to 45 pounds for extended periods to organize, receive, ship, track, deliver, and set up basic technology equipment.