Technology: Administrative Assistant - Technology

Reports to: Director for Technology
Supervises: None
Term of Employment: 12 months
Salary: Office Support VI - 63
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Associate degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:
- Places and receives telephone calls, records messages, keeps director and other Technology office staff informed
- Keeps work area clean and presentable to guests
- Processes all incoming and outgoing mail
- Assesses needs, orders and maintains supplies, materials and equipment needed
- Assists in ensuring the Technology website provides the most current information available
- Performs any bookkeeping tasks associated with the specific position
- Maintains regular filing systems and searches files for specific information
- Prepares correspondence and reports as instructed
- Maintains a schedule of appointments, makes arrangements for conferences and schedules interviews
- Utilizes current technology to complete tasks
- Makes necessary arrangements for meetings including date, location and time; contacts those who need to attend and sees that all materials are prepares on matters to be discussed
- Accepts responsibilities for making office reports and supervising the office operations
- Makes routine decisions in accordance with established policies and procedures
- Makes travel arrangements for respective Technology staff
- Maintains financial records, prepares necessary purchase orders, professional leave forms and travel reimbursements
- Interacts and answers questions professionally and appropriately with vendors, the public and district staff in person and on the telephone
- Maintains confidentiality of personally identifiable information regarding staff and students
- Processes Technology orders for schools and administrative offices
- Assists with Technology asset tracking
- Manages supporting Technology accounts (P-card reports, cell phone accounts, subscription accounts)
- Manages Technology contract accounts and orders (printer services contract, warranty/support renewals, systems maintenance contracts)
- Works with schools and Finance department on order and invoice processing and status
- Assists Director for Technology with recurring costs budget and overall budget reports
- Procures Technology department supplies following established procedures
- Works directly with vendors and managers in evaluating price and quality of technology
- Competent in Microsoft Word, Excel, Access, etc.
- Has working knowledge of accounting procedures and practices
- Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment