



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician I (Information Technology)** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS35H**  
 Prepared/Revised Date: **July 6, 2023** Job Code: **50603**

**SUMMARY:** Responsible for management and monitoring IT (Information Technology) department financial transactions, orders, and purchases. Complies with applicable internal control and accounting procedures. Assists Information Technology Support Services Supervisor with department budget documentation and organization. Provide assistance and support to schools, sites and departments that process financial transactions and related vendor coordination.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Maintain filing and electronic record keeping system including invoices, vendor contact information and other related documentation. Perform budget entries, issue restricted checks. Process invoices, vendor payments, deposits, purchase orders, warehouse orders and purchase building supplies. Prepare data requests, run financial reports, and prepare presentations as needed.	D	25%
2. Monitor and reconcile IT Department purchasing card transactions. Assist IT Asset Manager with fund allocations to school, site and department budgets using the district ticketing system and complete budget expenditure journal entries as needed. Provide customer service to clients requesting purchases. Track customer receipts, documentation and back up for purchases.	D	20%
3. Assist Support Center with communication tracking systems for wireless devices and landlines. Track, update and monitor district phone budgets and charges. Complete journal entries for equipment charges. Allocate all charges for District phone bills including local, long-distance, cell phone billing, and MiFi billing.	D	20%
4. Develop and maintain positive working relationships with District and school site personnel, vendors, customers, financial institutions, etc. Ensure compliance with district, state, and federal requirements. Serve as the front-line customer support resource for external and internal questions on financial and compliance-related issues for the IT department.	D	15%
5. Attend work and arrive in a timely manner.	D	1%
6. Develop and maintain moderate to complex spreadsheets; prepare accurate calculations, and clear and concise financial reports.	W	10%
7. Provide input in monitoring and developing internal departmental procedures and financial related guidelines.	M	5%
8. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or completion of G.E.D.
- At least one to two years of related experience



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate			x	
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	