



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Administrative Assistant – Information Technology** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS55H**
 Prepared/Revised Date: **November 14, 2018** Job Code: **506Q2**

SUMMARY: Perform executive administrative, organizational, confidential and clerical functions in support of a Superintendent’s Cabinet member, Executive Director of Information Technology. Serve as a resource for the IT Department and Leadership team. Research, compile and coordinate Information Technology budgets and staffing reports, assigned District budgets, calendar and meetings, correspondence, presentations, and reports. Independently manage all IT related orders for the SSC complex. Manage a range of information for the organization and interfaces to all of IT, PSD staff and the public via intranet, social media and external communication tool(s) upkeep.

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. Reconcile and monitor departmental and technology budgets including mill levy and bond budgets as assigned. Process restricted checks. Process purchase requests and purchase orders. Maintain filing and electronic record keeping system including invoices, vendor contact information and other related documentation. Monitor and reconcile IT Department purchasing card transactions.	D	20%
2. Perform executive administrative and clerical support for the Information Technology Department including but not limited to arranging meetings and transcribing minutes, composing, and editing department correspondence and memos, and preparing agendas and corresponding documentation.	D	20%
3. Order all technology related materials for the SSC Complex. Including but not limited to infrastructure/network/communication related hardware and software, computers, technology peripherals, and district cell phones. Allocate all charges for District phone bills including local, long-distance, and cell phone billing.	D	10%
4. Research, compile, organize, and analyze complex data to prepare reports, roadmaps, presentations, correspondence, forms, newsletters, and social media updates using technical writing skills. Create and maintain IT Administrative Guidelines.	D	5%
5. Assist with design, content management and maintenance of all Information Technology website(s) and Intranet solutions in collaboration with IT staff and guidance of IT Leadership.	D	5%
6. Serve as central point of contact and/or liaison for the IT Department. Route calls, take messages, greet visitors, and provide information. Schedule appointments, meetings, and meeting rooms. Make travel arrangements as necessary.	D	5%
7. Assist in reviewing, analyzing, testing and documenting system functionality of District supported technology. Support and serve as a resource for District staff in basic functions of District supported software including custom in-house applications.	D	5%
8. Attend work and arrive in a timely manner.	D	1%



9. Lead, manage and prioritize assigned projects and actively participate on project teams and contribute to overall project department objectives; provide expertise, document processes.	W	5%
10. Contribute to administrative aspects of and prepare information, documents, and materials for IT Department meetings, training, committees, and programs.	W	5%
11. Serve as a resource, advise on IT issues related to budget, staffing, legal mandates, and issues.	W	5%
12. Prepare, compile, and approve Human Resources paperwork, including Employee Reports and Job Order requests. Prepare, track, audit, and reconcile district staffing.	M	5%
13. Schedules IT Department staff meetings and events as well as District training opportunities in collaboration with Professional Development for all staff, with a focus on classified staff; collaborates with supervisor/IT leadership team for staff training opportunities/meetings. Prepare agendas, corresponding documentation and assists in setup and preparation of meetings and events.	M	5%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in a business administration or related field
- More than three years and up to and including five years of experience in office management experience, including budget accounting or related experience required
- SharePoint Administration experience desired

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license
- Criminal background check required for hire
- Notary Public preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Personal computer and keyboarding skills
- Critical thinking and problem-solving skills
- Strong math and accounting skills
- Technical writing skills and experience
- Advanced Excel skills
- Customer service and public relations skills
- Oral and written communication skills
- English language skills
- Knowledge of and experience with managing social media platforms desired
- Ability to lead project teams and communicate project status effectively
- High level of analytical and problem-solving skills as it relates to applications
- Strong organizational, time management, and attention to detail skills
- Strong skills in MS Office suite – including the use of Outlook, Word, Excel, and PowerPoint
- Interpersonal relationship skills
- Ability to present and facilitate large group meetings and trainings
- 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, Superintendent policies 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
- Bilingual oral and written communication skills preferred

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of Microsoft Office
- 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
Direct reports:	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		
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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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