



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician I (Career & Innovation)** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS35H**  
 Prepared/Revised Date: **June 24, 2021** Job Code: **50603**

**SUMMARY:** Responsible for the coordination and oversight of the District Volunteer Program including management of the volunteer registration and background check systems and processes and providing communication to schools and community members. Coordinate, prepare, maintain, and organize department files, documents and reports. Provide a variety of administrative duties and support to the Coordinator of Business and Community Development. Prepare and monitor department budget and/or grants; and respond to questions from staff and the public.

**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.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Maintain the volunteer system database, review flagged reports and work with HR as needed. Communicate with school staff on critical background check information. Support background checks and audits as needed and create reports as requested.	D	20%
2. Monitor and assist with volunteer registration including answering community questions about the registration process and volunteering in general. Communicate with volunteers and staff regarding District policy.	D	10%
3. Coordinate with school staff to identify and promote volunteer opportunities to the volunteer database.	D	10%
4. Communicate with HR and schools on critical background result information. Act as liaison with background check company and volunteer database company.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Coordinate with Community & Business Development office to support programs and opportunities.	W	20%
7. Create and maintain Community & Business Development and Volunteer websites, social media accounts and volunteer emails. Identify and share volunteer opportunities, community events and other pertinent information on a timely basis.	W	10%
8. Develop and maintain professional relationships with local and regional community volunteer programs. Participate in District and community engagement opportunities and professional development.	W	10%
9. Prepare, monitor, and reconcile department budgets and grants. Process restricted checks, perform entries, reconcile P-cards, and run financial reports.	M	5%
10. Coordinate with Community and Business Development Office to support schools by connecting needed resources (school supplies, hygiene supplies, clothing, etc.)	M	5%
11. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

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

- Associate degree, two-year college certificate or equivalent preferred
- More than two years of related experience
- Equivalent combination of education and experience acceptable

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**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 and public relations skills
- Critical thinking and problem solving skills
- 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

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, FrontPage 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		
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	

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