



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **IT Asset Management Specialist**
Job Family: **Information Technology**
Prepared/Revised Date: **November 14, 2018**

FLSA Status: **Non-Exempt**
Pay Range: **IT60H**
Job Code: **38238**

SUMMARY: Responsible for all asset inventory management for all IT related systems and equipment within the district. Responsible for the procurement, rollout, and asset life cycle management process of the District's one to one computer program. Facilitate IT asset purchases for the district in coordination with Purchasing. Responsible for the repair, maintenance, and installation of computers, peripherals, audiovisual equipment, intercom systems, and closed circuit/cable television systems. Perform work in the field as well as in the central repair shop. Participate in and may lead IT projects including those related to standards, policies, processes, and procedures.

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 = 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. Develop, maintain and make recommendations for an effective IT asset life cycle management program including policies, procedures, and processes. Develop asset control processes, including quality control, to monitor and track physical location of all IT assets, perform inventory, research, database analysis, and reporting. Identifies and implements opportunities to better govern IT Inventory and Asset Management processes through continuous service improvement.	D	20%
2. Repair or warranty exchange endpoint devices, computer peripherals, and audio-visual equipment. Process includes diagnosis and post-repair testing for quality assurance.	D	20%
3. Configure and deploy the District's one to one laptop program. Work with school personnel to ensure the appropriate equipment is designated for appropriate staff.	D	15%
4. Research, evaluate, and execute district IT hardware purchases in coordination with District Purchasing Department, following District Purchasing policies and procedures.	D	15%
5. Provide technical assistance to school media and technology personnel.	D	10%
6. Lead project teams encouraging collaboration, problem solving, and communication.	D	5%
7. Manage and maintain databases and records of information such as licenses, service agreements, and warranties for software and hardware.	D	5%
8. Serve as liaison to other internal divisions for IT hardware and software assets; serve as central point of contact to manage the life cycle of IT assets.	D	5%
9. Attend work and arrive in a timely manner.	D	1%
10. Perform other duties as assigned.	ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in information technology, computer technology, or business administration, or related field
- Three years of experience in electronics repair
- Experience in IT asset management preferred
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver's license
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Strong customer service skills
- Advanced math skills
- Strong organizational and time management skills
- Advanced skills in electronic equipment assessment, disassembly, repair, reassembly and testing
- Advanced skills in damage and cost assessment
- Advanced skills in on-site project coordination of technical system design, installation and multi-department sequencing
- Advanced skills in integrating emerging technologies with much older legacy systems
- Advanced knowledge of computer operations, troubleshooting, repair and testing
- Advanced knowledge of electronics and electronic systems principles
- Advanced knowledge of low-voltage electronic theory and practices
- Advanced knowledge of audiovisual and audio-distribution systems and practices
- Knowledge of electronic scoreboards, scoreboard systems, and the repair of both indoor and outdoor cabling systems
- Knowledge of various hardware platforms utilized as interactive whiteboards, projection systems and LCD display systems
- Knowledge of various software applications utilized in conjunction with various interactive whiteboards, projection systems and LCD display systems
- Knowledge of Microsoft Windows operating systems (client and server) and Apple operating systems (OSX and iOS).
- Knowledge of systems management tools and utilities such as Microsoft Systems Center Configuration Manager (SCCM), Apple Configurator, and Casper
- Knowledge of network concepts including TCP/IP, DHCP, DNS
- Ability to read and interpret schematics and technical data
- Ability to use electronic meters and test equipment
- Ability to troubleshoot complex electronic equipment and systems – including the use, testing, and analysis of distributed audio, audiovisual and computer equipment/systems
- Ability to use hand and power tools
- Ability to install, configure, and troubleshoot hardware, software, and peripherals of all types
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to provide excellent customer service on the phone and face-to-face
- Ability to participate and work in a team environment
- Ability to maintain confidentiality in all aspects of the job
- 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:

- Advanced troubleshooting and repair knowledge of computer and audio-visual equipment, including printers, projectors, monitors, televisions, and other audiovisual equipment
- Operating knowledge of intercom systems
- Operating knowledge of and experience with personal computers, peripherals, media equipment, and office software



- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

- This position reports directly to the Infrastructure & Technical Services Director in the Information Technology department.

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

- May assist with interviewing, hiring and training employees; assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems.

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 feel				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)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

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