

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Information Technology Administrative Assistant

CLASSIFICATION: CSEA

REPORTS TO: Chief Technology Officer

BASIC FUNCTION:

The job of Information Technology (IT) Administrative Assistant was established for the purpose/s of providing clerical and secretarial support to the Information Technology Department; creativity, initiative, and the ability to use various technologies and computer platforms are required. Communicating information to staff and the public; maintaining complete and accurate records; and providing information and/or direction as requested.

REPRESENTATIVE DUTIES:

- Acts as a liaison between District-hosted applications and assigned end users regarding a variety of issues for the purpose of providing and receiving information and resolving issues.
- Assists with coordination and preparation of District information, communications and educational technology for the purpose of ensuring the success of the Information Technology Department and the District.
- Coordinates and schedules a variety of office activities (e.g. appointments, meetings, events, etc.) for the purpose of overseeing the calendar and/or making necessary arrangements.
- Develops and prepares a variety of print and electronic materials (e.g. documents, reports, manuals, memos, purchase orders of technology equipment, project acquisitions, office supplies, newsletters, PDF forms, worksheets, etc.) for the purpose of providing up-to-date information for internal use, District employees and end users.
- Monitors the maintenance of logins and passwords for network, email and other services for the purpose of ensuring security within the District.
- Oversees the ongoing development, editing, and updating of the Intranet for the purpose of ensuring that information is accurate and adheres to District standards.
- Prepares, orders, and maintains records of purchase requisitions and purchase orders for technology equipment, projects and acquisitions for the purpose of monitoring and tracking department operating budgets including petty cash.
- Responds and manages the technical requests from end users for services or problem resolution (e.g. prioritizes requests, routes issues to appropriate staff for action, maintains tracking database, answers questions, tracks progress of service, provides end-user communication, etc.) for the purpose of ensuring efficient, effective and friendly customer service.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records, relate technical inquires to resolution.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Information Technology equipment and technology; recordkeeping and record retention practices; office procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; working as part of a team; maintaining confidentiality; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities.

RESPONSIBILITIES:

Works under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EDUCATION: High school diploma or equivalent.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 12 month position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement Level 22

FLSA STATUS: Non-Exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting				X	
Lifting			X		
Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone					X
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

Completion by Human Resources

Board Approval Date –
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: