

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Administrative Assistant III-
Technology**

Department: Technology

**Grade G
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2008

Reports To: Chief Technology Officer

Purpose of Job

The purpose of this job is to provide general clerical, secretarial and administrative support to the Chief Technology Officer as well as coordination and technical support for telephonic devices and security systems. Duties and responsibilities include research, bookkeeping, preparing reports, charts, graphs, PowerPoint presentations, maintaining files, purchasing and serving as liaison to administrators, staff, State and local government and the general public. This position will be the frontline communications for all Principals, Senior Leadership, and Stakeholders to the Technology Department and to act as a problem solver and coordinator of activities to those customers. Reports to the Chief Technology Officer.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Maintains and programs System Link Security System, including programming keyless entry cards, user codes, and system panel programming.

Serves as a coordinator and problem solver for telephone issues, including land lines and cell phones. Registers licenses for telephone systems, provides support to network technicians for land line issues, contacts telephone vendors for external equipment repairs and cell phone repairs and contacts internal equipment servicing provider for necessary internal repair issues, resolves cell phone issues, SIM card replacements and updates, etc. Reconciles phone charges for school/employee usage.

Updates phone systems with new employees, transfers, changes, and deletions for extensions and voice mail for the entire district, equating to 3900 plus employees.

Compiles and organizes web-based auctions for sale of technology equipment and other system-wide equipment. This includes compiling closing sales reports, organizing and labeling merchandise in the warehouse for sales, accompanying customers when viewing merchandise, answering phone calls and e-mails pertaining to posted merchandise, and providing information relating to posted merchandise.

Organizes contracts for work extensions and outside vendors.

Reconciles Kronos time-clock entries and approves time clock entries for all departmental employees.

Frontline contact for all outside vendors.

Assists with inventory tracking procedures for depreciated equipment, material transfers, and material acquisitions.

Compiles invoices for school locations for chargeable technology merchandise.

Enters work orders for maintenance repairs at Central Office and technology repairs at all District locations, following through until completion.

Trains employees, when appropriate, on computer related functions and processes and telephone features.

Answers telephone calls, determines nature of calls, and routes appropriately and/or provides information or takes messages. Responds to routine requests for information or assistance from members of the staff, the public, or other individuals.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner, to include Word, Excel, Power Point, Outlook, Publisher, and Visio.

Prepares, reviews, and processes leave forms, timesheets, and mileage reports for the Technology Department. Makes necessary travel arrangements when appropriate.

Prepares and/or generates routine correspondence, forms, reports, and other documents. Copies and distributes correspondence, reports, documents, and other related materials. Receives, opens, and distributes incoming mail; prepares outgoing mail.

Updates ISO departmental forms to ensure compliance with District policies.

Coordinates calendar activities including planning and scheduling appointments and meetings for the Technology Department. This includes notifying parties involved, receiving responses, making arrangements for facilities, and preparing agendas and other materials.

Assists in planning and preparing for meetings and special events, to include issuing invitations, receiving responses, planning menus, preparing agendas, making travel arrangements, facilitating meeting setup, etc.

Maintains inventory of departmental supplies and initiates orders for supplies.

Maintains departmental files and records.

Updates e-mail system with new employees, transfers, changes and deletions for the entire District and inter-district groups, equating to 3900 plus employees.

Maintains financial accounts (in excess of eight million dollars), requisitions, and purchase orders for the Technology Department; completes receiver reports; routes through proper channels and files pertinent information.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with three to five years of general office and bookkeeping experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge in Technology, Telephony, and Security Systems is a plus.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to coworkers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant III Technology. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant III-Technology.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Administrative Assistant III Technology.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System, Information Systems, as they pertain to the performance of duties relating to the job of Administrative Assistant III-Technology. Has considerable knowledge of the School System, Information Systems practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date