

## **JOB DESCRIPTION**

**TITLE:**                    **Receiving-Technology Support Secretary – Level I**

**QUALIFICATIONS:**

1. High School Diploma or equivalent and three years experience in office work, including inventory, store keeping or other related duties.
2. Typing proficiency minimum 40 words per minute and ability to operate office equipment, business machines and computer software programs.
3. MOUS Specialist Certification in Microsoft applications as determined by the Administration.
4. Familiar with networks and data backup procedures.
5. Must maintain confidentiality at all times.
6. Good health and physical condition to handle heavy manual tasks.
7. Must be accurate, efficient, and capable of handling detailed work assignments.
8. Ability to get along and communicate with staff, administrators, public and others.

**REPORTS TO:**        Assistant Superintendent of Schools

**JOB GOALS:** To assure the smooth and efficient operation of the stock room as well as District Technology Office. Holder of this position performs secretarial duties consisting primarily of general office work, training and support of software, budgets & purchase orders, typing, bookkeeping, phone calling, and preparation of reports and grant work.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordination of distribution of purchase order process (entering printing).
2. Bidding - Annually and continually search and post best prices/vendors.
3. Computer technology office training and support for budgets, purchase orders: run training, produce handouts, and answer questions.
4. Process communications for Business Manager, Maintenance and Transportation Supervisors.
5. Following established procedure set ups, expands, and revises files as necessary and allocates material for filing.
6. Process and maintain all files, records, and reports related to general supply inventory, order and purchasing system policies and procedures.
7. Receives, inspects and distributes for delivery materials and supplies, reporting damaged and/or incorrectly received or shipped items to the immediate supervisor and the purchasing department and send to buildings, match up invoices with purchase orders for bookkeeper.
8. Prices, orders, receives, inspects and distributes for delivery all stockroom materials and supplies, providing a cost effective and high quality program.
9. Processes and maintains all files, records and reports directly related to stockroom inventory, order and purchasing policies and procedures.
10. Maintain asset and depreciation schedules as required by GASB 34.
11. Maintain Warranty database for on all technology items.

12. Assist Technology Director with filing, mailings, reporting, and Tech - USF.
13. Publish and maintain web page of Tech. Team training, schedule training, prepare certificates, post monthly totals, keep database on repair of equipment, and relieve and record trouble calls.
14. Proficient in all current district standard software as listed on the web (list School District's website).
15. Maintain web site of standards, best prices, where to order and update frequently.
16. Proficient in web page design, creation and publishing.
17. Assist Director of Maintenance and Transportation Supervisor with office duties.
18. Performs other related duties as may be assigned.

**TERMS OF EMPLOYMENT:** Twelve (12) months per year (8 hours per day)  
Level I/Salary per negotiated agreement

**EVALUATION:** Annually, by Director of Business and/or Technology  
Director