

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Department Support – Technology

DEPARTMENT: Operations
IT Infrastructure

REPORT TO: Director of IT Infrastructure

POSITION SUMMARY: The job of Department Support – Technology is done for the purposes/s of providing secretarial support to the Technology Department; ensuring compliance of Department records with financial, legal and administrative requirements; monitoring assigned projects and/or program components; and providing a positive impact on the educational objective of the district.

ESSENTIAL FUNCTIONS:

- Assists other Technology Department personnel for the purpose of supporting them in the completion of their work activities.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Conducts research from specific requests and follow-ups as assigned for the purpose of providing information and making recommendations.
- Coordinates assigned activities and program components for the purpose of delivering services in compliance with established guidelines.
- Maintains a variety of reports, documents and correspondence (e.g. purchase orders, calendars, agendas, specialist mailings, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. incoming mail, purchase orders, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, vendors, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator(s) and/or department staff for the purpose of providing assistance with administrative functions.
- Possess knowledge of and adhere to District Policies and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, tasks with a potential need to 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 utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, compose a variety of documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software; business telephone etiquette, and common office machines.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work independently and with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with

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frequent interruptions; communicating with diverse groups; maintaining confidentiality; being attentive to details; working with detailed information/data; setting priorities and meeting deadlines; and working under time constraints; and working as part of a team.

Responsibility

Working under direct supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date