

Administrative Assistant to the Assistant Superintendent-Technology

DEFINITION:

Under the supervision of the Assistant Superintendent, performs highly responsible administrative duties to relieve the Assistant Superintendent of a variety of administrative details and support operations of the Information Technology Department; plans, organizes, and participates in administrative, analytical and clerical operations related to assigned functions; maintains confidentiality of sensitive and privileged information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Include the following. Other duties may be assigned.
- x Performs a variety of highly responsible duties to relieve the administrator of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and flow of communications for the administrator; maintains confidentiality of privileged and sensitive information.
 - x Organizes and expedites support IT iniAccountability Plan, the Facilities Master Plan and the Technology Master Plan.
 - x Coordinates and provides administrative support for technology department projects to ensure successful implementations.
 - x Coordinates and schedules various appointments and meetings; makes travel arrangements as assigned; prepares and assures proper completion of reimbursement and mileage forms as assigned; maintains and coordinates the Assistant Superintendent's calendar.
 - x Receives and addresses complaints accordingly, utilizing knowledge of departmental policies and general District rules and regulations; interprets policies and regulations to officials, staff and the public.
 - x Answers inquiries and provides information on a wide range of technical and program matters for administrators, teachers, personnel and the public.
 - x Prepares and submits purchase orders and work orders as assigned; assists with petty cash reconciliation; assists with preparing budget reports as assigned.
 - x Develops and maintains procedures and systems for consistent, internal and external communications to share information on technology issues, planned outages and key projects.
 - x Communicates with various personnel, District departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
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agendas as assigned; records and transcribes minutes; prepares and distributes minutes, updated records, statements, documents and reports to appropriate personnel as assi

- x Develops and implements office procedures to assure complete and timely operations; trains and provides work direction and guidance to assigned personnel as directed.

QUALIFICATIONS GUIDE

Knowledge of:

- x Functions and secretarial operations of an administrative office.
- x Organizational operations, policies and objectives.
- x Applicable laws, codes, regulations, policies and procedures.
- x Modern office practices, procedures and equipment.
- x Record-

- x Bending at the waist, kneeling or crouching.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

New Position: 06/2022