



Flour Bluff Independent School District Job Description

JOB TITLE: Secretary/Technology Assistant

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Technology Director

DATE REVISED: 12/05

PRIMARY PURPOSE:

- To perform basic and routine computer operation functions administered by the Information Technology department and support the department with clerical and logistical functions.

QUALIFICATIONS:

Education Required:

- High School Diploma or GED

Education Preferred:

- Associate degree in a related field

Experience Required:

- One year of assisting with departmental operations
- One year of operating computer systems

Experience Preferred:

- Two years as an administrative assistant

- Two years of operating computer systems

Personal Qualifications:

- Basic knowledge of computer functionality
- Knowledge of desktop computer applications
- Knowledge of logistics of running an operational department
- Effective organizational, communication, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Performs specialized printing functions for printing scan sheets.
2. Provides student information software assistance for district.
3. Assists district-wide to provide quotes for technology equipment and services.
4. Assists as needed in the purchasing of office and computer/printing supplies inclusive of entering purchase requisitions for the technology department and other Central Office departments as needed.
5. Takes user requests and enters them into the Help Desk database assigning them to the appropriate technician.
6. Assists in presentation setup for special programs and board meetings.
7. Processes Return Merchandise Authorizations (RMA's) for the Technology department and assists the campus technologists with the RMA process.
8. Projects a pleasant and friendly personality which exhibits maturity and self-control.
9. Demonstrates ability to communicate in both an oral and written manner.
10. Demonstrates punctuality and dependability in performing position responsibilities.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Projects a professional image through demeanor and dress.
13. Undertakes additional duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.