



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Administrative Asst Technology	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent, some college preferred. Prior work experience in business procedures and office practices.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- The person who occupies this position shall possess excellent qualifications in developing and managing large scale systems to support the District's technology infrastructure.
- This individual must be discrete, loyal, efficient, and be able to keep the strictest confidence of the business that crosses this desk.
- Work must be accurate, handling routine efficiently and effectively.
- This individual must be able to organize routines, work with multiple stakeholders independently, and meet deadlines.

Qualifications

- Ability to communicate effectively, orally and in writing.
- Ability to relate well with staff, and public.
- Demonstrated knowledge of office practices and procedures
- Operation of routine office equipment
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



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Responsibilities and Requirements

- Provide equipment loan and set-up services to professional staff and committees when needed.
- Correlate research and prepare reports as requested.
- Responsible for management of tech inventory; ensure devices are recorded into inventory system, returned to process owners, or to original sites.
- Responsible for quotes, ordering, tracking, and receiving computer hardware assets and software licensing purchases with bond funds as defined by the District Technology Supervisor
- Coordinate and schedule vendor estimates for work related to the repair or installation of existing or new technology including network cabling, surveillance equipment installations, and specialty electrical projects.
- Responsible for maintenance of all surveillance use agreements for existing and new staff members whose positions require access.
- Manage the electronics recycling process for all District devices according to board policy; including training staff on systems, coordinate with vendors to arrange purchase/disposal agreements; coordinate transition of materials and payments for recycle items.
- Manage warranty and accidental damage repairs and replacements for all district computers, peripherals, network devices and servers for all sites; file claims, coordinate troubleshooting, track repairs, returns and replacements.
- Assist technology department as required to provide user support, perform minor repairs, and monitor IT Helpdesk requests.
- Monitor, reconcile and assist with fiscal planning for the department.
- Responsible for submissions relating to governing board actions, technology grants, and Arizona Department of Education's E-rate program for broadband internet and voice services.
- Manage the District's E-Rate program by soliciting and preparing project bids, monitoring, reconciling, and processing E-rate funding commitments and reimbursements.
- Produce and distribute bid request forms as directed, contact vendors for equipment pricing and quotes.
- Maintain computer software database for the district and provide licensing information to schools as needed.
- Provide support for annual recruiting effort as directed.
- Responsible for department communications; including sorting and delivery of mail, transcribing of department meeting minutes.
- Responsible for updating districtwide mass communication system for the district office and all other sites/departments as needed including after-hours emergency communications; ensures communication systems are updated routinely with current staff contact information.
- Perform other duties as assigned by the administrator.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.