



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Administrative Assistant Technology	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 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 administrative support. This individual must be discrete, loyal, efficient, and be able to keep in the strictest confidence the business that crosses this desk. Work must be accurate, handling routine efficiently and effectively. This individual must be able to organize routines and have a good sense of timing. This position shall be responsible for managing E-rate, phone system, data input, tracking and reporting requirements for district grants.

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.

Responsibilities and Requirements

- Perform a variety of administrative tasks; initiating/completing purchasing requisitions, budget monitoring, project management, etc.
- Troubleshoot user issues and perform minor repairs on office equipment
- Provide equipment loan and set-up services to professional staff and committees when needed
- Correlate research and prepare reports as requested
- Manage tech inventory; provide user support as required
- Coordinate monthly departmental meetings, transcribe and distribute minutes
- Monitor, reconcile and assist with fiscal planning for the department
- Submissions relating to governing board actions, technology grants and E-rate
- 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
- Monitor, reconcile and process E-rate funding commitments and reimbursements
- Provide support for annual recruiting effort as directed
- Sort and relay department mail
- 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.



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Other Information:

- Must be able to pass a fingerprint clearance and background check

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.