

Job Title:	TECHNOLOGY SECRETARY	Reports to:	Director of Technology
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	The position organize, coordinate, schedule and perform office functions; coordinate communications between administrators, district and site personnel, parents, students and the general public		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Meet and greet visitors
- Screen incoming calls for the technology department
- Answer and/or route HelpDesk calls and e-mails
- Assist with computers and technology when appropriate
- Maintain and update technology documents and databases
- Coordinate and arrange meetings
- Compose reports, agendas, and other documents
- Record and transcribe minutes of meetings
- Organize and maintain file systems and records
- Order and maintain supplies and equipment
- Maintain and submit payroll and leave information for the department
- Provide customer service to all PUSD employees
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Able to supervise others fairly and firmly when necessary
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, parents, and students, good work attitude with a positive and pleasant disposition.
- Expertise with Microsoft Word, Excel spreadsheets and Office programs
- Experience with Internet, Windows OS, Project management software, etc.
- Must be able to lift 35 lbs.
- Must be a self starter with the ability to dynamically solve problems

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.