

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: TECHNOLOGY OFFICE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical and clerical duties in support of the technology services administrator; plan, organize and coordinate office activities and communications including, but not limited to accounting, purchasing and administrative detail.

REPRESENTATIVE DUTIES:

Coordinate communications and provide information to administrators and employees; maintain telephone communications with Technology staff to ensure the timely repair and installation of technology equipment.

Establish and coordinate scheduling for technology equipment repair, moves and changes.

Plan, organize and coordinate activities to assist in administrative duties.

Prepare purchase orders, special requisitions, and warehouse requisitions; record receipt of requisitions and distribute to Technology personnel.

Inventory, order, receive and distribute a wide variety of supplies, equipment, materials and special items; ensure receipt and proper distribution.

Independently research and compile information regarding vendors and update pricing for software, hardware and other technology related items as assigned.

Attend a variety of meetings and take minutes; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute minutes.

Compile data for budget; post and maintain budget and financial records of a variety of programs.

Type a variety of materials such as purchase orders, reports, correspondence, bid specifications, quotations and other forms and materials.

Provide clerical support and assistance to Technology personnel as needed; compose independently from oral instructions or notes, letters requesting and providing information or dealing with routine matters.

Assist in the maintenance of a wide variety of records and reports according to established procedures and timelines; maintain the confidentiality of sensitive and personal information and materials.

Operate a variety of business machines and office equipment including typewriter, calculator, copiers, computers and fax machines.

Proofread and edit reports and other data for accuracy, completeness and compliance with established standards.

Prepare certificated and classified payroll; maintain accurate absence records and reports.

Maintain a variety of confidential information, files and records including, but not limited to, time sheets and personnel records and input of student data.

Order and maintain various forms, supplies and equipment as necessary; maintain inventory and supply records and files.

Train and provide work direction to clerical personnel as assigned; coordinate office workflow and assignments to assure efficiency and effectiveness.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, equipment and materials used in the maintenance and repair of technology equipment.

Basic purchasing procedures, terminology and inventory control and warehousing methods and procedures.

District organization, policies and objectives.

Organization, rules and programs related to an assigned office or function.

Modern office practices, procedures and equipment.

Organizational skills and public relations techniques.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Gather, assemble, organize and prepare data from various sources.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Work cooperative and effectively with others.

Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment. Move objects weighing over 50 pounds using safe and proper methods and/or equipment.

Meet schedules and timelines.

Plan and organize work.

Work confidentially with discretion.

Add, subtract, divide and perform arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Complete work with many interruptions.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business courses and three years of increasingly responsible office experience. Knowledge of computer terminology and purchasing procedures required.

WORKING CONDITIONS:

Office environment. Subject to bending, stooping and lifting.

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