



Dist Coord 8 / Tech Purchasing

Purpose Statement

The job of Dist Coord 8 / Tech Purchasing is done for the purpose/s of assisting with technology implementation and maintenance; recommending, approving, and initiating technology purchases; assisting with District technology support; and providing information and/or direction as requested.

This job reports to Director of Technology

Essential Functions

- Analyzes applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, work flows, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmers analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Implements new software and system applications for the purpose of addressing organizational needs and providing operational capabilities to users.
- Maintains inventory of software and hardware for District use for the purpose of tracking and monitoring District acquisitions.
- Maintains existing systems (e.g. add or update requested changes, enhancements, data source changes, creating code, adding additional functionality, etc.) for the purpose of providing production support in ensuring the ongoing availability of information needed to meet mandated requirements.
- Manages and maintains the District eRate processes (e.g. attends training, communicates directly with USAC personnel, etc.) for the purpose of continuing funding sources and implementation of the eRate program in the District.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Recommends and purchases equipment, supplies and materials (e.g. software, hardware, hardware peripherals, etc.) for the purpose of identifying required items to provide appropriate services.
- Researches computer hardware and software applications as well as evolving technologies for the purpose of acquiring knowledge about trends and ensuring compatibility with existing hardware and software systems.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Troubleshoots application software, hardware and software problems (e.g. Apple, third party, customized solutions, etc.) for the purpose of isolating bugs, implementing fixes and resolving issues or referring to appropriate Apple personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including; supervising staff and project groups; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: computer and network operations; system design; Mac OSX, Mac legacy systems, Windows 9x, Windows 2000/XP; and technologies and tools.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; flexibility; teamwork ethic; self-motivated; excellent verbal written communication skills; diplomacy; communicating effectively with persons of varied technical background; meeting deadlines and schedules; working flexible hours; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Annual certifications on Apple hardware and software systems

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8