

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

IT ADMINISTRATIVE TECHNICIAN

DEFINITION:

Under general supervision of the Executive Director of Technology Services, the IT Administrative Technician is responsible to perform highly responsible and complex secretarial, budgeting and accounting work. Relieves supervisor of a wide variety of office and administrative duties by planning, organizing, and participating in assigned office operations. Conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports and statements according to prescribed guidelines. The IT Administrative Technician will also perform basic technology support functions that require an expedited response time, and thus will focus on ensuring IT Administration Technician's availability for such requests. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Executive Director of Technology Services

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides information and assists staff and administrators in budget preparation, implementation, and control.
- Initiates and completes forms which include budget requests, work orders, purchase orders, open purchase orders, conference/mileage claims, and other related forms.
- Collects time sheets to review, reconcile, finalize utilizing online platform.
- Inputs and tracks purchase orders and distributes materials.
- Initiates, receives and routes phone calls.
- Monitors and evaluates budgets and expenditures for appropriateness to ensure fiscal solvency and accountability.
- Plans and monitors timelines to meet strict deadlines in report regulations.
- Inputs and compiles a wide variety of data into assigned computer systems and databases.
- Creates, formats, updates, and prepares a variety of printed/digital material including letters, memos, staff reports, handbooks, manuals, certificates, flyers, department bulletins and other documents.
- Assists with staff inquiries.
- Maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports.
- Take minutes, both formal and informal, at various meetings.
- Explains program/department policies and procedures to staff.
- Orders supplies and equipment for department ensuring adequate levels are maintained.
- Coordinates and organizes conferences, workshops, in-services, room reservations or meetings including coordinating all calendars, supports and coordinates technology and building security presence.
- Coordinates and organizes supervisors' and staff travel arrangements to conferences, workshops, and meetings.
- Building access device provisioning, auditing, and alarm code assignment.

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- User account creation and troubleshooting (non-management).
- Staff directory maintenance and auditing.
- Technology Inventory Management (fixed assets).
- Technology acquisitions/receipt and distribution.
- Technology workflow generation and documentation (ticket system).
- Mobile device provisioning and inventory management.
- Coordinate with Fiscal Department to bill for external agencies and departmental bill back for technology services.
- Technology projects and events scheduling and coordination.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- High school diploma or equivalent is required. Associate degree with major course work in administration, business, technology, or related field preferred.
- Four years of relevant work experience in administration, business, technology or related field.

Knowledge of:

- Generally accepted accounting principles and procedures in governmental agencies.
- Budgeting and accounting functions.
- Use and application of online accounting systems.
- Program policies, procedures and regulations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office procedures and methods.
- Office filing systems.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.
- Computer hardware and software

Skills and Abilities:

- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned department/program.
- Prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Adapt to changing organizational and department/program needs.
- Establishes and maintains all types of office filing and record keeping systems using both manual and computer database systems.
- Research, retrieve and organize data to prepare reports and financial documentation.
- Analyze and audit data to detect and correct errors.
- Set up and maintain spreadsheets and information contained within databases.

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- Accurately perform mathematical calculations.
- Understand and explain program/department policies, and procedures.
- Keep abreast of county office accounting and auditing requirements.
- Communicate effectively both orally and in writing with county office personnel, school administrative staff, outside district agencies and the public.
- Perform responsible secretarial work with accuracy and minimal supervision.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Communication and mobile device services and accounts administration.
- Technology vendors and services accounts administration.
- Technology service request tracking, prioritization and reporting as directed Supervisor.
- Basic technology functions.

Physical Requirements:

- Bending at the waist, kneeling, or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: 8.15.24