

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: INFORMATION TECHNOLOGY OFFICE MANAGER

JOB SUMMARY: The Information Technology Office Manager is responsible for assisting the Chief Technology Officer and working with other department personnel to equip, train and support students, faculty and administration to effectively utilize current and emerging technologies as tools for effective learning and working as successful, contributing members of society.

ESSENTIAL JOB FUNCTIONS:

Using established department methodologies and project standards, coordinates day-to-day operation of projects by creating work plans, identifying necessary resources, assigning and revising individual responsibilities, and analyzing project spending against the project budget.

Coordinates work order system by retrieving work requests, assigning jobs, and billing costs back to the buildings/departments.

Provides assistance to the Webmaster in maintaining the district website, as directed.

Responds to inquiries from district staff and the public to provide information or refer to appropriate parties.

Processes documents (invoices, procurement card, purchase orders, etc.) to meet district, state, and federal requirements.

Maintains files (technology levy, payroll, equipment etc.) to provide accurate, current and timely information.

Reviews deliverables prepared by team members before dispersing to client.

Inventories and catalogs new products for IT staff.

Protects the District from risk by understanding and following the District budget model and procedures.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- Minimum four (4) years experience in the information technology field, preferred.
- Knowledge of project applications.
- General understanding in the areas of application programming, database, system design and networking.
- Knowledge of Internet, Intranet, Extranet and client/server architectures.
- Aware of new and emerging technologies.
- Excel certification, preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications
- read and interpret specific rules, laws, and agreements, and apply them with good judgment
- handle confidential matters and information in a professional manner
- perform basic arithmetic calculations

Knowledge of:

- word processing, spreadsheet and database software
- general clerical procedures
- operation of standard office equipment, including a computer
- district, state, and federal policies and procedures
- basic budgeting, financial and statistical record keeping

Ability to:

- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified use diplomacy in dealing with public and district staff
- establish cooperative working relationships with district staff to enhance the completion of assigned tasks
- manage others
- communicate effectively with all district staff, students, parents and the public
- organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work.

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must maintain a positive, productive and cooperative working relationship with all district co-workers.
- Must demonstrate a sincere interest in representing the department and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must be able to sit, stand, squat, bend and reach; grasp, hold, lift and maneuver a minimum of 20 lbs.

REPORTS TO: Reports to the Chief Technology Officer.