

**CAMPBELL COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTION**

ADOPTED: May, 2011

TITLE: TECHNOLOGY ASSISTANT

QUALIFICATIONS:

1. High school diploma or GED
2. Three to five years of technology experience including both hardware and software
3. Self motivated individual
4. Work independently with little direction
5. Establish and maintain cooperative and effective working relationships with others.

REPORTS TO: Chief Information Officer

JOB GOAL: Perform advanced-level secretarial duties requiring independent judgment and analysis for the Chief Information Officer, plan, organize, and coordinate office activities as well as AEC activities and communications to relieve the CIO of routine administrative and clerical details.

PERFORMANCE RESPONSIBILITIES:

Serve as an assistant to the Chief Information Officer; plan, organize, and coordinate activities to relieve the administrator of routine clerical details.

Maintain the AEC computer lab, prepare all rooms for trainings and setup for Board meetings.

Order, track and inventory technology equipment at Central Receiving

Provide technical support as needed

Perform secretarial duties needed for the Chief Information Officer. Prepare Board agenda items and related materials as assigned; compose correspondence or prepare from rough draft.

Research and compile information and compute statistical data for federal, State, and District reports and special projects as assigned.

Review or prepare a variety of materials and documents, including financial documents, invoices, inventory records, and statistics; order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.

Attend a variety of meetings; 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; monitor account balances and record expenditures.

Perform related duties as assigned.

TERMS OF EMPLOYMENT: Work schedule to be established. Salary established by the Board of Education.

.