POSITION DESCRIPTION

TITLE: Information Technology Fiscal Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Chief Innovation Officer and Director, Information Technology Infrastructure and Operations
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Chief Innovation Officer and the Director of Information Technology Infrastructure and Operations, the Information Technology Fiscal Coordinator will maintain the I.T. Department’s General Fund and Capital Fund accounts, maintain regular communications, assist in resolving problems related to the budget and purchasing for the I.T. Department, assist with all software contracts, hardware maintenance contracts, and renewals. The position will also perform other fiscal related duties for other assigned departments using a computerized system.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via e-mail, and in writing. Maintain regular communication with C.I.O., Directors and other Managers within the I.T. department to assist in managing schedules or problems with deliverables, vendors, software/hardware requests and purchases with the ability to problem solve as needed. Establish priorities based on need, grant expenditures, end-of-year, and other factors.
2. Computer operation, including word processing, memo creation, and data entry tasks, including use of spreadsheets for tracking purchases, budgets, and contracts. Create and generate various reports as needed.
3. Regular use of the WESPaC/Skyward Fiscal System including auditing and correcting budget object coding for site/department technology purchase requests, creating and generating of data-mining reports for C.I.O., I.T. Director, I.T. Ed Tech, Print Shop, and Department Managers monthly or as requested. Procurement card reconciliation for I.T. Department and Manager of Educational Technology.
4. Administer the processing and renewals of all contracts for services and software, including SOWs, RFPs, and quotes for the I.T. Department, Print Shop, and Education Technology Department. Process software purchases District-wide respecting Washington State Bid Law, District Purchasing policies and procedures, and Cooperative Purchasing Agreements—includes tracking renewals, working between service providers/vendors, the District Business Office, Purchasing Department, I.T. Directors and Managers, various District departments, and attorneys, obtaining signatures, following-up through completion.
5. Maintain up-to-date hard and/or electronic files for Agreements, Contracts, RFPs, & SOWs—any and all contracts relating to the purchase of software, hardware, and services.
6. Develop and maintain process for management of software auto-renewals.
7. Research, compile, and review documentation for curriculum and other software addition requests including privacy policies, terms of use and hosting agreements. Verify correct data on request .relating to PII, FERPA, COPPA & CIPA, provide to Curriculum and Instruction and other departments as needed for vetting and approval, work with Business Office and attorney to form contract for services, and/or data sharing agreements. Communicate with vendor to determine terms and confirm order. Coordinate and maintain contract records for renewals and additional purchases through said vendors.
8. Maintain Washington State Department of Labor and Industries requirements for prevailing wage, license, and insurance compliance, for all small works contractors performing work for the Information Technology Department including low voltage wiring, electrical and AV wiring, throughout the District. Create and coordinate purchase orders for equipment installation subcontractor tasks requiring retainage and audit of Washington State Department of Labor and Industry Intent and Affidavits.

9. Create and coordinate purchase orders, journal vouchers, budget transfers, and the processes for them for tasks including but not limited to the following essential areas:
   • Maintenance renewals for hardware/software licenses requiring multiple proposals
   • Network and computer equipment requiring fixed asset management.
   • Blanket purchase order estimation, including coordination and administration of Agreement for Services, SOWs or contracts including ongoing purchase tracking. Work with vendors for pricing on quotes, purchases, delivery schedules, returns, and resolve issues with the ability to problem solve and make decisions as necessary.

10. Process vendor invoices for payment, i.e. verify items received, services rendered, and authorized signatures and account codes for I.T., Print Shop, Education Technology, and District-wide for software or fixed asset purchases.

11. Analyze, prepare, and monitor the annual General Fund budget for I.T., Educational Technology, and Print Shop requesting growth as needed by reviewing previous years expenses and forecasting future expenses based on strategic District plan for technology, software, and District leases of equipment.

12. Purchase, maintain, transfer, and track all District cell phones, verify usage and billing coordinating between vendor, Facilities, and Maintenance Departments.

13. Vendor liaison for customer service and repair of District handheld and bus radio equipment, repeater, and related support contract.

14. Maintain on-line price lists for District technology equipment and software standards keeping current on District Technology Plan for device/hardware and software configurations and offerings.

15. Maintain a list of all approved software and digital resources for curricular and non-curricular use.

16. Maintain product lease files, administer lease contracts, and verify receipt of products.

17. Maintain Capital Projects Fund accounts for Information Technology and District projects.

18. Establish and maintain the auditing of all Microsoft licensing in the District or other products as needed.

19. Oversee fixed asset additions to inventory database upon purchase in accordance with State Auditor’s recommendations and Washington State law.

20. Train, communicate and assist District budget, department secretaries, and purchasing department with technology orders, Capital Asset and software Purchasing Policies. Liaison between I.T. Department the District Purchasing and Accounting Departments.

21. Prepare E-Rate documentation, including, but not limited to: maintaining E-rate qualified expenditure spreadsheets, invoice scanning for payment and reimbursement reconciliation.

22. Assist I.T. Directors and Managers for various duties, attend meetings, and assist in the District’s Technology Plan.

**OTHER RESPONSIBILITIES:**
1. Train budget secretaries and other staff on IT purchasing procedures.
2. Perform other related duties as assigned.

**PHYSICAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Bending (Up to 33%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pushing (Up to 33%)</td>
<td>Hearing (66-100%)</td>
<td>Pulling (Up to 33%)</td>
</tr>
<tr>
<td>Sitting (66-100%)</td>
<td>Writing (66-100%)</td>
<td>Walking (Up to 33%)</td>
</tr>
<tr>
<td>Lifting/Carrying Up to 50 lbs. (Up to 33%)</td>
<td>Acceptable Attendance</td>
<td>Reaching (Up to 33%)</td>
</tr>
<tr>
<td>Use hands and/or arms for repetitive motion (66-100%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MENTAL DEMANDS REQUIRED:**
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, 10-key calculator, telephone, copy machines, FAX/NetworkScanning machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)

1. Keyboarding of 50 wpm.
2. Demonstrated ability to communicate effectively.
3. A minimum of three years of experience in data processing, general budgeting and/or accounting using a computerized system, or equivalent training.
4. Two years of experience in school district accounting preferred.
5. Demonstrated organizational skills and a commitment to follow through on tasks.
6. Demonstrated database report writing and skills in query processes required.
7. Demonstrated ability to perform on the computer, including data entry, using Windows environment and spreadsheet applications.
8. Basic understanding of accounting principles preferred.
9. Demonstrated ability to operate the office equipment listed above.
10. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
11. Must possess a good math aptitude.
12. Demonstrated organizational skills and a commitment to follow through.
13. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
14. Demonstrated ability to plan and organize work with minimal supervision.
15. Demonstrated ability to problem solve, analyze, and resolve related issues.
16. Demonstrated ability to maintain confidentiality of sensitive information.
17. Must have knowledge of or be able to acquire an understanding of the Public Works Laws.
18. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ________________________________  Date: ______________

District: ________________________________  Date: ______________

Revised Date: 09/01/2017
Classification: Professional Technicians - Office Clerical
Class: Class II
Display on Web?  Yes

Information Technology Fiscal Coordinator