POSITION DESCRIPTION

TITLE: Secretary, Information Technology Department
LOCATION: Administrative Service Center
REPORTS TO: Chief Information Officer  Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Chief Information Officer and Directors in I.T., the secretary will perform a variety of clerical duties that require independent judgment and knowledge of District and departmental procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, via E-mail and in writing.
2. Serve as point of contact and I.T. office reception for the department, including answering and/or transferring phone calls, greeting visitors/staff and assisting guests.
3. Prepare documents for the Board of Directors as requested.
4. Accurately prepare and maintain presentations, proposals, and a variety of records, reports, and written materials for the purpose of conveying information and meeting state, federal, and/or district requirements.
5. Handle sensitive and confidential documents, information, and situations.
7. Generate and maintain written as well as web-based documentation/pages/forms for the department and for the District, including District directory and updates.
8. Establish and maintain files and records containing specialized knowledge of the department as well as District technology processes and procedures.
9. Respond to inquiries from the District and outside agencies regarding policies and procedures within the Information Technology department.
10. Compose, prepare, and distribute departmental correspondence as appropriate.
11. Read all written communications directed to the Manager of Information Technology department and respond accordingly.
12. Maintain records on staff technical certification and requirements.
13. Prepare monthly travel report for Manager.
14. Establish and maintain general files for the Manager.
15. Track keys and security of staff for department managers.
16. Maintain contractual records with vendors and suppliers.
17. Maintain project schedule information for department.
18. Assist in keeping required records and corresponding with technology advisory committee.
19. Maintain appointment calendars for department managers, and schedule and prepare for regularly scheduled staff meetings and other meetings chaired by department managers, including taking minutes.
20. Prepare weekly and monthly staff timesheets for review by department managers.
21. Assist in the preparation of department Request for Proposal (RFP), Bid, and contractual documents by input, organization, changing as appropriate and directed, checking for accuracy, including continued document maintenance.
22. Maintain an up-to-date understanding of the overall operation of the department.
OTHER RESPONSIBILITIES:
1. Assist co-workers as necessary.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

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<tr>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Vision (66-100%)</td>
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<tr>
<td>Speaking (66-100%)</td>
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<tr>
<td>Hearing (66-100%)</td>
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<tr>
<td>Sitting (66-100%)</td>
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<tr>
<td>Walking (Up to 33%)</td>
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<tr>
<td>Bending/Stooping (Up to 33%)</td>
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<tr>
<td>Writing (66-100%)</td>
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<tr>
<td>Standing (Up to 33%)</td>
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<tr>
<td>Acceptable Attendance</td>
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<tr>
<td>Lifting/Carrying Up to 30 lbs. (Up to 33%)</td>
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<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
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MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Reading Documents (66-100%)</td>
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<tr>
<td>Verbal Communication (66-100%)</td>
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<tr>
<td>Written Communication (66-100%)</td>
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<tr>
<td>Reasoning (66-100%)</td>
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<td>Math (66-100%)</td>
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<tr>
<td>Detailed Work (66-100%)</td>
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<td>Multiple Concurrent Tasks (66-100%)</td>
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<td>Confidentiality (66-100%)</td>
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</table>

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:

IBM/PC (clone), typewriter, telephone, 10 key/calculator, copy machines, FAX, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required)
1. Typing/keyboarding of 50 wpm.
2. A minimum of three years of related experience, or equivalent training.
3. Demonstrated ability to perform on the computer using a Windows environment, including Word, Excel, PowerPoint, graphic software, desktop publishing, and familiarity with the Internet/WWW. Project management software preferred.
4. Demonstrated ability to communicate effectively, both orally and in writing, and possess a positive attitude.
5. Must possess a good math aptitude.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated organizational skills and a commitment to follow through.
8. Demonstrated ability to problem solve.
9. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
10. Demonstrated ability to handle multiple priorities at the same time.
11. Demonstrated ability to work under conditions of constant interruption and perform under deadline pressure.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. 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
Secretary, Information Technology Manager