

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Technology Administrative Assistant	Technology Department	Director of Technology and Transportation
<b>JOB SUMMARY:</b>  Responsible for providing clerical support to the Director of Technology and Transportation and Technology Department. Manage the Help Desk support line and mailbox.		
<b>QUALIFICATIONS:</b>  High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheet). Must possess strong organizational skills, written and verbal communication skills, have ability to work with diverse groups of people, knowledge of classroom settings and needs, ability to work as a team and independently, knowledge of Mac and Microsoft platforms, and ability to communicate technical issues to non-technical personnel.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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|---|---|-----|
| 1 | Responsible for help desk responsibilities including: SchoolView parent portal, receiving visitors, assisting students, staff and parents   | 50% |
| 2 | Provide clerical support for the Director Technology and Transportation and Technology Department, including general maintenance of files, correspondence and publications  | 20% |
| 3 | Responsible for administrative and department purchasing including: working with vendors, preparing purchase orders, tracking budgets for the Technology Department, matching invoices and purchase orders and ensuring that materials have been received and invoices are released in a timely manner to the District Office Accounts Payable for processing | 20% |
| 4 | Coordinate inventories including: office supplies, technology equipment, licensing and software, and preparing equipment repair requests  | 4%  |

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TASK NO.	DESCRIPTION	FREQUENCY
5	Responsible for large format printing	3%
6	Attend meetings, workshops and training sessions as directed by supervisor	1%
7	Assist with summer computer moves, additions, cleaning of and removal	1%
8	Perform other related duties as assigned	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE