

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SECRETARY TO THE SUPERVISOR OF TECHNOLOGY
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Required Qualifications:

- High school diploma or equivalent
- Three (3) years of experience with computers
- Ability to work effectively with coworkers and the public
- Ability to take and record dictation and minutes
- Strong clerical and organizational skills

Desired Qualifications:

- Experience with an IBM AS/400 or the current mainframe hardware in use by the district
- Experience with the TERMS software package(s) or the current mainframe software package(s) in use by the district
- Experience with Microsoft Office products
- Knowledge of bookkeeping procedures

Performance Responsibilities:

- Answer, screen and direct calls for the main Technology and Information Services Department (TIS) telephone line
- Maintain the reception area for the TIS Department
- Coordinate all additional duty, leave of absence and travel reimbursement forms
- Prepare and process payroll for the TIS and Telecommunications
- Process warehouse requisitions, purchase orders, four (4) purchasing cards and printing requests for the department
- Maintain all TIS files (both confidential and regular), correspondence, records and inventory of supplies
- Bookkeeper for the TIS and Telecommunications
- Order all department supplies, ink, computer paper, direct deposit forms, payroll and accounts payable checks, signature plates, W2's, etc.
- Certify all purchases, prepare and submit invoices for payment
- Oversee, assimilate and quote out for technology bulk orders district wide
- Quote and order all technology equipment for the TIS and Telecommunications Departments and district wide for new construction
- Provide telephone support for email, purchasing and technology related items
- Update and maintain the database that tracks all service requests (both electronic and paper versions)
- Act as benefits coordinator and risk management contact for the departments
- Oversee hiring process

- Serve as the secretary and record keeper for the TIS Technology Advisory Committee
- Review and transfer TIS Technology Advisory Committee funds as directed by the committee
- Serve as the secretary and record keeper for the other technology committees as needed
- Oversee the hiring and daily duties of the TIS student intern (budget permitting)
- Provide secretarial, purchasing and training coordination when technology grant awards are coordinated through the Technology and Information Services Department
- Operate the district switchboard as required
- Perform other duties as assigned by the Supervisor of Technology and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level E

Job Code:

82091

Board Approved: 7/18/00

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14