

Job Title: Administrative Technology Specialist
Department: Business Department and Technology Department
Reports To: Business Administrator and IS Coordinator
FLSA Status: Exempt
Salary Schedule: EC lane 03



SUMMARY

The Administrative Technology Specialist will install, maintain, and provide training and support for the District Office by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Troubleshoots and installs operating systems to include: Windows OS, Windows Servers, Mac OS, and Linux Systems.

Troubleshoots and installs technology hardware to include: smartboards, projectors, desktop computers, netbooks, laptops, wireless networking access points, network switches and other equipment as specified by the supervisor.

Configures, maintains, and provides primary support and maintenance of the District's finance and payroll systems to include Sungard BusinessPLUS IFAS, Kronos Timekeeper, and other Business and HR systems.

Assists in the maintenance and support of other key District Administrative Systems, to include: Active Directory controllers, Backup systems, IDS systems, Syslog collectors, System monitors, Cisco switches, routers, and firewalls.

Works closely with other District Technology personnel to ensure standardization of protocols, procedures, and network security.

Writes software to automate and increase the effectiveness of District Office procedures and processes.

Writes and maintains SQL queries and CDD reports for BusinessPLUS application.

Assists with district wide imports of large batches of inventory

Maintains inventory of all District Office technology equipment. Conducts routine audits of equipment.

Maintains Woodward Professional Development computer lab hardware and software.

Documents equipment configurations and installation details.

Instructs district employees on basic use of software tools like Microsoft Office, BusinessPLUS, Kronos, and Gmail.

Provides support to and trains users in the usage of other technology equipment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Candidates must demonstrate an understanding of general technology principles and concepts, Internet standards and protocols, WAN and LAN topologies, 802.11 a/b/g/n, Bluetooth, and network security standards.

Candidates additionally must demonstrate an understanding of desktop operating systems (Windows OS, Mac OS) and Windows Server operating systems.

Candidates must demonstrate the ability to train and communicate technology concepts to district personnel and teachers.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in related field of study and 1 year related work experience or the equivalent combination of significant college education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II			Date: 7/28/2010
Approved By: Executive Director, Human Resources			Date: 7/28/2010
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 11/4/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Director of Technology Operations & Security	Date: 04/11/2025
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	