

JOB DESCRIPTION

Title of Position: Secretary/Receptionist, Network Operations Center (NOC)
Duty Days: 226
Pay Grade: CP4
Salary: Based on Current Salary Compensation Plan

Qualifications:

- Two years college preferred, but will accept High School diploma and/or GED certification.
- Demonstrated skills and 3 years experience as an administrative assistant.
- Effective organizational, communication and interpersonal skills.
- Ability to work with campus administrators, teachers, parents and students in a professional manner.
- Proficient in Microsoft Office with experience in utilizing computer applications, spreadsheets and databases.

Duties include but are not limited to the following:

- Provide secretarial assistance to the Director and Associate Director of Information Technology.
- Receive and respond to incoming calls, emails and maintain filing system for the IT department.
- Receive and document supplies and deliveries of equipment.
- Greet and assist all visitors to the Network Operating Center.
- Responsible for the NOC Conference Room coordination, reservations and set-up.
- Responsible for submitting service requisitions to School Dude.
- Provide general clerical support to the IT department.
- Monitor the Frontline Health Portal.
- Maintain files on all service contracts from the Purchasing Department.
- Responsible for making travel arrangements for IT staff.
- Backup support for employee timekeeping in Kronos.
- Backup support for the IT Administrative Assistant and 1:1 Coordinator.
- Manage the IT departments Social Media accounts.
- Assist with the Director's calendar scheduling appointments, conferences and travel.
- Report to and perform any other duties required by the Director of Information Technology.
- Responsible for coordinating activities/gatherings for the IT department.

Work Conditions:

- Maintain emotional control under stress.
- Sitting for extended periods of time.
- Preparation of materials may involve the packing, moving and lifting of equipment and supplies.
- Occasional travel to campus sites.

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

- **In-district:** Submit a resume and letter of interest to the current department supervisor.
- **Out-of-district** applicants should submit district professional application, resume and copies of educational credentials and certifications through our on line application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.