

JOB DESCRIPTION

Technology Asset Manager

DEPARTMENT: Information Technology Department	WORKDAYS: 240
REPORTS TO: Coordinator of Technology Services	FLSA STATUS: Exempt
CLASSIFICATION: Classified	

POSITION SUMMARY

The Technology Asset Manager leads the district's technology asset lifecycle strategy, overseeing acquisition, deployment, tracking, and retirement of hardware and software resources. This role ensures compliance with licensing and security protocols, manages vendor relationships, and drives district-wide initiatives such as device replacement, AV integration, and digital learning rollouts. The manager supervises asset specialists and coordinates cross-functional teams to deliver efficient, scalable, and secure technology services. This position plays a critical role in aligning technology operations with instructional and administrative goals.

MINIMUM REQUIREMENTS

Education:

Associate's degree or equivalent required; Bachelor's degree in computer science, or related field preferred.

Relevant Certifications:

CompTIA A+, CompTIA IT Fundamentals (ITF+), ITIL Foundation Certification (Information Technology Infrastructure Library), Microsoft Certifications, Apple Certifications, Project Management Professional (PMP®) preferred.

Work Experience:

Minimum of 5-7 years of experience information technology operations, asset management, or technology supporting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated project management skills with the ability to lead teams and coordinate implementation efforts.
- Knowledge of hardware and software acquisition processes, including vendor coordination and installation verification.
- Understanding of software licensing compliance and best practices for cost-effective license management.
- Familiarity with technology implementation in K–12 environments, including device replacement and digital learning initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to maintain and update inventory databases with accuracy and attention to detail.
- Strong customer service orientation with the ability to communicate professionally and respectfully with staff, vendors, and stakeholders.
- Skill in troubleshooting basic hardware and software issues and providing responsive technical support.
- Ability to prioritize tasks, manage multiple projects, and meet deadlines with minimal supervision.
- Proficiency in using technology tools for documentation, reporting, and communication.
- Strong written and verbal communication skills, including the ability to explain technical concepts to non-technical users.
- Ability to work independently and collaboratively in a fast-paced, service-oriented environment.
- Commitment to continuous learning in educational technology and support services.

ESSENTIAL DUTIES

- Coordinate the full lifecycle of technology acquisition requests.
- Provide exceptional customer service to staff, vendors, and service providers, responding promptly and professionally to inquiries.
- Maintain accurate records in the district's technology inventory system and generate required reports.
- Manage software licensing to ensure compliance and cost-efficiency.
- Plan, coordinate, and support implementation of district-wide initiatives such as the PC Replacement and AV projects.
- Collaborate with vendors and service providers to troubleshoot issues and support project execution.
- Travel to school and administrative sites to support installations, surveys, and technical needs.
- Communicate effectively with stakeholders regarding outages, updates, and project timelines.
- Research and recommend software/hardware solutions based on user needs.
- Develop, update, and maintain an IT database for inventory.
- Capacity to work extended or irregular hours and respond to technology emergencies on an on-call basis.
- Assist with the enrollment, configuration, and deployment of mobile devices (e.g., tablets, laptops) using the district's Mobile Device Management (MDM) platform.
- Assist with the monitoring and management of mobile devices remotely to ensure compliance with district policies, security protocols, and acceptable use guidelines.
- Coordinate AV projects, ensuring seamless integration of systems across facilities.
- Collaborate with Teaching and Learning staff and IT teams to support digital learning initiatives involving mobile devices.
- Draft and prepare clear, professional written communications, including memos, user guides, technical documentation, project updates, and status reports for internal and external stakeholders.

PHYSICAL ABILITIES AND WORKING CONDITIONS

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to work cooperatively with others; work independently; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgement; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Occasional local travel required. Reliable transportation required. Maintains a clean and orderly workspace.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.