



Technology Department
504 Laurel Street
Bremen, GA 30110

JOB DESCRIPTION
TECHNOLOGY ACCOUNTS ADMINISTRATOR

Description

The Technology Accounts Administrator will assist the Director of Technology with maintaining proper purchasing procedures, billing, filing and record keeping, as well as an accurate inventory of the school system's technology hardware.

Reports To

Director of Technology

Responsibilities

Operational Management

- Responsible for ensuring hardware inventory is up-to-date and reported to the Georgia Department of Education as needed.
- Responsible for ensuring all technology hardware and software purchase orders (POs) are reviewed and approved by the Director of Technology, the Director of Finance and the Superintendent prior to purchase.
- Responsible for reviewing and maintaining the use of all technology related software licenses. Must maintain the system-wide use of software licenses are within the specified legal restraints and all Local, State and Federal laws.
- Responsible for reviewing, delivering and filing all communication billing to proper departments or schools.
- Responsible for monitoring all technology related hardware warranties and must notify the Director of Technology and Network Admin Specialist of any warranties that are pending expiration.
- Must perform any and all other duties and responsibilities deemed necessary by the Director of Technology.

Position Requirements

Formal Education, Past Experience, & Certification

- High School Diploma
- 2 years minimum experience related to job description.

Knowledge & Experience

- Ability to use software such as Microsoft Word, Outlook and Excel

- Ability to maintain organized storage of records and files

Personal Attributes

- Is present at work every day, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance befitting the job they provide the school system.
- Effective interpersonal skills and relationship-building skills.
- Strong written and oral communication skills.
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.
- Strong customer-service orientation.

Work Conditions

- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components.