

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklinusd.org](http://www.rocklinusd.org)



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## Job Description

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**POSITION TITLE:** Technology Services Assistant

**SALARY PLACEMENT:** Classified Salary Schedule  
California School Employees Association

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### SUMMARY:

Under the supervision of the Chief Technology Officer, this position is responsible for performing a variety of accounting and budgetary applications including reviewing and processing purchase requisitions; compiling and maintaining data; oversees the procurement of software, applications, license administration, and technology related hardware; planning, organizing, coordinating, and participating in technical support activities. Performs a variety of complex and responsible clerical/secretarial duties and related work as required.

### SUPERVISOR:

This position reports to the Chief Technology Officer.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Prepare and process vendor requisitions; Analyze, evaluate and coordinate school and department fiscal records related to technology purchases, verifying accuracy, tracking account balances. Verifies receipt of service and/or product in accord with purchase contract; approve invoices for payment in accordance with District and County guidelines.
2. Create and prepare spreadsheets to assist with purchases and financial analysis; prepare, organize and reconcile complex accounting and statistical budgets, records, and reports.
3. Assist with preparing and/or reviewing procurement documents including quotes, price sheets, requests for bids, and requests for proposals. Assist with preparation and/or review of purchasing specifications and determine the appropriate procurement method to be used for vendor selection and coordinate acquisitions.
4. Develop, analyze,-coordinate, and oversee complex acquisitions involving computer hardware, software, and services utilizing District and County procurement policies.
5. Assists with district-wide technology equipment inventory reporting and the development of improved purchasing and fixed asset management.
6. Maintains department fiscal records; verifying accuracy, tracking account balances, monitor budgets and post account transfers.
7. Orders department supplies and materials; receives, maintains inventory, and stores department materials.
8. Gather information and prepare reports on operational matters and other statistical reports as requested by the Supervisor.
9. Perform a variety of complex clerical/secretarial duties for the assigned supervisor which may include routine administrative functions such as establish agendas, set up meetings, take minutes, and distribute related materials; prepares a variety of standard and confidential materials.

10. Maintain, update, retain, and destroy department and district records in accordance with district policy and procedures.
11. Attends meetings and trainings as required.
12. Coordinates and maintains hardware and software license inventories to support department operations; conducts site audits, coordinates removal of e-waste, as well as reconciles inventory management system data.
13. Establishes and maintains a variety of computerized data collection systems and other records/filing systems.
14. Provides information regarding department policies, procedures, programs, and objectives.
15. Verify employee's time records, absences, vacations, and compensating time off for the department.
16. Answers telephones, receiving and responding to requests from District staff and the public, providing information and assistance whenever possible.
17. Maintains a calendar of events, due dates, and schedules relating to the assigned department.
18. Other related duties as assigned

**EMPLOYMENT STANDARDS:**

Knowledge of:

- Computer applications, particularly word processing, electronic spreadsheet, and database
- Proper English usage, grammar, spelling, vocabulary, and punctuation
- Purchasing policies, practices, and terminology
- Modern office management principles, methods, and procedures including filing systems, correspondence, and communication
- Relevant State and Federal laws, regulations, and procedures
- Concepts of Information Technology Service Management

Ability to:

- Establish and maintain positive and professional demeanor and work place environment
- Learn operations, procedures, policies, requirements, and legal aspects of the department
- Plan, prioritize and coordinate workflow to meet established deadlines
- Interpret and apply department policies, requirements, rules and regulations with good judgment in a variety of situations
- Learn and develop knowledge of complex IT acquisition and computing environments, applications, and software
- Perform a variety of office, program, and administrative support work with minimal guidance and supervision
- Ability to analyze technical data and interpret into procurement methodology
- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of complex accounting and budgeting activities
- Communicate effectively and professionally (orally and in written format) with a diverse base of individuals and with those contacted in the performance of required duties
- Prepare and present clear and concise reports
- Perform complex mathematical calculations with speed and accuracy
- Establish and maintain cooperative working relationships
- Maintain the confidentiality and security of sensitive information and files
- Type accurately at a rate of 40 words per minute from clear legible copy

**EDUCATION:**

High School diploma or equivalent

**EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge and abilities described above. Two (2) years of previous clerical, procurement, customer service, and/or computer related experience is preferred.

**SPECIAL LICENSE:**

Valid California Driver's License

**REQUIRED TESTING:**

Must pass appropriate skills test for this position with a grade of 80 percent or better.

**PHYSICAL REQUIREMENTS:**

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus. Position requires normal physical strength and endurance for standing, sitting, bending, or walking. Work assignments are normally located in a work environment with light physical work and requires light physical effort. Ability to lift 50 pounds or carry objects weighing over 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, work is normally performed in an office environment, but work in a shop or warehouse environment is also necessary. There is regular contact with staff and the public. Driving to district sites may be required. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: June 14, 2017

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**