

IT Technical Job Classification

IT Job Title: Office Assistant Administrator

State Job Title:

Classification: T260

Pay Grade:

Job Summary

Provides assistance to the department and especially the CIO or Director in the administration of Departmental programs and procedures. Relieves the CIO and or Director of non-routine duties. Exercises independent judgment in resolving issues or concerns related to departmental policies and procedures.

Essential Duties:

- Researches, collects and interprets data for the purpose of providing information to others,
- May have to maintains highly confidential personnel files and payroll; records.
- May have to tracks available positions, compiles information for maintaining job descriptions.
- Interprets policies and procedures and transmits this information to the IT Managers or staff
- Maintains calendars, organizes meetings, coordinates special events and travel arrangements
- Updates and maintains computer databases as required for support of the IT department.
- Utilizes software packages and computer applications to create spreadsheets and documents related to IT Projects.
- Maintains property inventory file for the department.
- Receives invoices and resolves these against Purchase Orders before submitting to Accounts Payable.
- May have to manage and monitor the department budget and special accounts for the department.
- Researches products, vendors and prices for the purchase of equipment.
- Coordinates public relations for the purpose of responding to inquires and complaints.
- Furnishing information to the public and campus community.
- Acts as a liaison between the department and the campus community.
- Performs other duties as required

Education

An Associate Degree in Business or related major.

Experience

Requires a minimum of 2 to 3 year experience in office and clerical procedures. The ability to coordinate programs, work independently and utilize Computer office products such a Microsoft's Word, Excel, Power Point and Access are a must. Good interpersonal skills are required.

Leadership

May be required to coordinate work of other office staff and or student assistants