

# Media and Technology Office Manager

Iowa City Community School District  
Job Description

## **Qualifications:**

High school Diploma

Typing proficiency at 45 wpm

Accuracy/attentiveness to detail

Experience using a computer for database management and word processing

Successful clerical experience

## **Criteria:**

Ability to relate to and work with people.

Self-starting; able to work independently.

Display positive attitude; eager to provide service.

Flexible and positive.

Knowledgeable in the area of computers and AV equipment.

Good organizational skills.

Commitment to ethical practices and confidentiality issues.

## **Job Goal:**

Provide assistance to the District Library Coordinator and the district library program.

Provide assistance to the Network Engineer.

**Reports to:** Library Coordinator and Network Engineer.

## **Responsibilities:**

For the District Media and Technology Center:

Answer the phone.

Process and distribute incoming mail.

Order office supplies.

Dispatch telephone tech support.

For Network Engineer:

Maintain budgets for the Network Engineer.

Maintain district wide database of computers.

Maintain technology support database.

Add/delete district email accounts and network logins.

Update student account passwords.

For District Media:

Maintain district wide database of audio visual equipment.

Maintain budgets for the district library program.

Maintain database of technology workshop registrations.  
Assist with visiting author activities; student book orders, t-shirt orders.  
Update approved software database.  
Assist teacher librarians with supplies and other ordering.  
Assume other duties as assigned.

Contract: Off Schedule/Year Round