



EMPLOYEE NAME: _____

Created: 02/07; Revised: 10/12 ; 6/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Parts/Warranty Coordinator	JOB CODE: 446J
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Technology Services
DEPARTMENT: Technology Services	WORK DAYS: 238
REPORTS TO: Network Team Lead	PAY GRADE: Rank J (NT10)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists with the daily operations and provides general support to the IT organization; serves as the initial contact with vendors for warranty repair for printers and non-NMLI related gear; manages the storage, inventory, and distribution of parts for Technology Services; produces inventory status reports.	

REQUIREMENTS:

1.	Educational Level: Associate degree in Computer Science, Information Systems, or other related field, or equivalent experience (2 years similar work level experience = 1 year of college) A combination of experience and education may be used to meet degree requirement; however, the work experience years used to qualify for the Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None required
3.	Experience: 2 years experience with managing parts/warranty/vendor relations
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication;

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
3.	Serves as the initial contact with vendors for warranty repair for printers and non-NMLI related network gear.
4.	Manages the storage, inventory, and distribution of parts for Technology Services.
5.	Produces inventory reports.
6.	Assists with repair work on laptops, printers, and other gear as needed.
7.	Ensures Technology Services vehicles adherence to maintenance schedules.
8.	Receives, logs, monitors, and processes trouble tickets within approved guidelines and timelines.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____