



EMPLOYEE NAME: _____

Created: 2/07; Revised: 5/07; 10/12; 10/17; 6/18; 11/18;11/20

JOB DESCRIPTION

POSITION TITLE: Vendor & Documentation Specialist	JOB CODE: 446I
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Special Projects	WORKDAYS: 238
REPORTS TO: Director of Special Projects	PAY GRADE: Rank I (NT09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for ordering, tracking and vendor administration for handheld devices; works with departments to produce handheld operating procedures; responsible for vendor administration on district WAN and telecomm landlines; must have strong organizational and project management skills; must possess excellent writing and editing skills.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in journalism, Technical Writing, Business Administration or other related field, or equivalent work experience
2.	Certification/License Required: None
3.	Experience: Minimum 3 years of relevant IT and/or business work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops documentation and standard operating procedures for handheld devices.
3.	Tracks and manages vendor orders for handheld devices, including moves, adds, and changes.
4.	Provides telecomm support and analysis for cellular and landline services.
5.	Provides billing support and analysis for WAN and telecomm products.
6.	Performs e-Rate reporting and documentation activities as directed.
7.	Works with necessary internal and external resources to produce and maintain documentation for e-Rate filings for the district, including funding and reimbursement requests.
8.	Attends training seminars sponsored by USAC for updates on the latest program requirements.
9.	Assists with RFP’s, bids, quotes and purchase order processing as needed.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____