JOB DESCRIPTION

Department Information Technology
Location Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title Information Technology Administrative Assistant
Classification Hourly/Non-exempt
Pay Range $17.91/hr. - $22.38/hr. FT81

Job Summary

The Administrative Assistant reports to the Director of Information Technology. This full-time position provides clerical support to the Information Technology Department. The responsibilities of this position include auditing and validating user group roles in Active Directory, publishing and maintaining the Information Technology presence on the Village website and intranet, accurately and efficiently entering work order information, and inventory maintenance. The Administrative Assistant also provides accurate and timely entry of data for payroll, timely processing of invoices, and maintaining electronic and paper files. Proficient operation of telephone system including professionally and efficiently answering and transferring IT phone calls while performing clerical duties is essential.

Job Duties

- Create and disable user accounts in Active Directory as directed.
- Audit and maintain accurate user account Active Directory group assignments.
- Assign Service Desk service requests as needed.
- Maintain renewals for hardware/software maintenance contracts.
- Process invoices, purchase requisitions and purchase orders in Munis.
- Process Information Technology USPS mail daily.
- Accurately maintain Information Technology budget spreadsheets.
- Maintain Information Technology asset database.
- Assist with annual budget preparation.
- Process monthly credit card statements.
- Administrative assistance for Bid processes.
- Assist with Request for Proposal (RFP) coordination.
- Maintain department presence on Village website and intranet.
- Assist with asset management, ensuring accurate purchase prices and dates.
- Facilitate new employee processing including basic training such as how to use Wi-Fi, the AV equipment in each building (projector, microphones, sound systems, television monitors), logging in, changing passwords, finding printers, accessing shared storage, and multifactor authentication setup and usage.

Physical Requirements

- Essential job functions of this position require a significant amount of walking, standing, listening, communicating, sitting, filing, typing, and lifting and carrying a range of weight up to 15 pounds.
- Hours are Monday through Friday 7:30 a.m. to 4:30 p.m.

Requirements - educational, certifications and experience

- High School Diploma or equivalent.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Strong oral communication and interpersonal skills for working with a diverse population.
- Strong written communication skills for developing reports, correspondence, and organizational communications.
- Ability to maintain a high level of confidentiality in general and as it relates to departmental information.

I have read and understand the job duties and physical requirements of this position.

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Signature   Date