



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **IT Asset Manager**

Job Family: **Professional**

Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Exempt**

Pay Range: **Schedule A/P, Grade V**

Job Code: **38250**

SUMMARY: Responsible for all asset inventory management for all IT related systems and equipment within the district. Responsible for the procurement, rollout, and asset life cycle management process of the District's one to one computer program. Facilitate IT asset purchases for the district in coordination with Strategic Sourcing. Responsible for the managing the repair, maintenance, and installation of computers, peripherals, audiovisual equipment, intercom systems, and closed circuit/cable television systems. Supervises staff and manages all work in the field as well as in the central repair shop. Participate in and lead IT projects including those related to standards, policies, processes, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Develop, maintain and make recommendations for an effective IT asset life cycle management program including policies, procedures, and processes. Develop asset control processes, including quality control to monitor and track physical location of all IT assets, perform inventory, research, database analysis, and reporting. Identify and implement opportunities to better govern IT Inventory and Asset Management processes through continuous service improvement.
2. Manage the process of repairs or warranty exchange of endpoint devices, computer peripherals, and audio-visual equipment. Processes include diagnosis and post-repair testing for quality assurance.
3. Manage District's one-to-one laptop program. Work with school and district personnel to ensure the appropriate equipment is designated for appropriate staff.
4. Research, evaluate, and execute district IT hardware purchases in coordination with District Purchasing Department, following District Purchasing policies and procedures.
5. Manage team of Field Specialists.
6. Lead project teams encouraging collaboration, problem solving, and communication.
7. Manage and maintain databases and records of information such as licenses, service agreements, and warranties for software and hardware.
8. Serve as liaison to other internal divisions for IT hardware and software assets; serve as central point-of-contact to manage the life cycle of IT assets.
9. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in information technology, computer technology, or business administration, or related field
- Three years of experience in electronics repair
- Experience in IT asset management preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Strong interpersonal relations and customer service skills
- Advanced math skills
- Strong organizational and time management skills
- Advanced skills in electronic equipment assessment, disassembly, repair, reassembly, and testing
- Advanced skills in damage and cost assessment
- Advanced skills in on-site project coordination of technical system design, installation and multi-department sequencing
- Advanced skills in integrating emerging technologies with much older legacy systems
- Advanced knowledge of computer operations, troubleshooting, repair and testing
- Advanced knowledge of electronics and electronic systems principles
- Advanced knowledge of low-voltage electronic theory and practices
- Advanced knowledge of audiovisual and audio-distribution systems and practices
- Knowledge of electronic scoreboards, scoreboard systems, and the repair of both indoor and outdoor cabling systems
- Knowledge of various hardware platforms utilized as interactive whiteboards, projection systems and LCD display systems
- Knowledge of various software applications utilized in conjunction with various interactive whiteboards, projection systems and LCD display systems
- Knowledge of Microsoft Windows operating systems (client and server) and Apple operating systems (OSX and iOS).
- Knowledge of systems management tools and utilities such as Microsoft Systems Center Configuration Manager (SCCM), Apple Configurator, and Casper
- Knowledge of network concepts including TCP/IP, DHCP, DNS
- Ability to read and interpret schematics and technical data
- Ability to use electronic meters and test equipment
- Ability to troubleshoot complex electronic equipment and systems – including the use, testing, and analysis of distributed audio, audiovisual and computer equipment/systems
- Ability to use hand and power tools



- Ability to install, configure, and troubleshoot hardware, software, and peripherals of all types
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to provide excellent customer service on the phone and face-to-face
- Ability to participate and work in a team environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced troubleshooting and repair knowledge of computer and audio-visual equipment, including printers, projectors, monitors, televisions, and other audiovisual equipment
- Operating knowledge of intercom systems
- Operating knowledge of and experience with personal computers, peripherals, media equipment, and office software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of IT Infrastructure & Technical Services	
Direct reports:	IT Field Specialists	4

- May assist with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	