



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Information Technology Assistant

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative Support Workers

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Performs a variety of highly responsible office support work for the Information Technology (IT) Department at the Las Vegas Clark County Library District (District). Receives direct supervision from the Assistant IT Director, and general supervision from the IT Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for the maintenance of the IT Department's Asset Inventory database and document transmittal to the Financial Services Department.
2. Monitors workload and work activities, establishes priorities, and meets established deadlines.
3. Generates correspondence, memos, agendas, minutes, permits, purchase orders, reports, claim forms, manuals, or other relevant materials appropriate to the IT Department.
4. Coordinates and assists with vehicle maintenance, records, and delivery of vehicles to and from repair facilities.
5. Creates and maintains database files; inputs and retrieves a variety of data and information utilizing Microsoft Word and Excel, the Internet, and e-mail.
6. Maximizes office productivity through proficient use of appropriate software applications.
7. Initiates trouble ticket calls to and from vendors as requested by IT staff and directs vendors to repair location.
8. Receives shipments to the IT Department. Processes for shipment all equipment, returns and RMA's leaving the IT Department. Assists with loading, unloading, inventorying, storage and retrieval of microcomputer hardware, software, and peripheral equipment.
9. Sorts, distributes, and coordinates incoming and outgoing department mail and performs other mailroom duties as needed.
10. Performs other duties as assigned

## **CORE COMPETENCIES:**

- Microsoft Word and Excel
- Customer Service
- Record-keeping, document preparation, and filing

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** High school diploma, GED, or equivalent.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Three (3) years of secretarial or related work experience, which includes one (1) year experience in an organization's IT Department.

**Preferred:** N/A

- **License or Certification:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require frequent moderate lifting (12 – 20 pounds); occasional heavy lifting (up to 100 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

## **ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of Information Technology terminology and functions.
- Knowledge of basic modern office methods and procedures.
- Knowledge of basic arithmetic and accounting principles.
- Knowledge of Library District terminology and functions.
- Knowledge of correct English usage, spelling, and punctuation.
- Skill in the use of personal computers, peripherals, and associated software.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to safely operate District cargo vehicles.
- Ability to maintain a high degree of confidentiality.

**DEVELOPED:** November 29, 2005

**UPDATED:** November 29, 2018