

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Technology Acquisitions Officer	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Superintendent for Technology Services	<b>Pay Range:</b>	790
<b>Dept./School:</b>	Technology Services	<b>Date Revised:</b>	1/12/2023

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**Primary Purpose:**

Responsible for purchasing technology related items for the district.

**Qualifications:**

**Education/Certification:**

High School diploma or equivalent

Associates degree or higher preferred

**Special Knowledge/Skills:**

Proficiency with ERP/Procurement systems (PowerSchool eFinance Plus experience preferred)

Proficiency with computer applications (Word, Excel) and databases

Strong mathematical and accounting skills

Strong communication and interpersonal skills

Strong organization and time management skills

Strong problem solving and critical thinking skills

High attention-to-detail and accuracy

Ability to develop and maintain effective working relationships

Ability to handle multiple and changing priorities efficiently and effectively

**Experience:**

Minimum three years of experience working with accounting, purchasing, and business procedures preferably in a public education environment

**Major Responsibilities and Duties:**

Manage the procurement process for all technology initiatives districtwide

Oversee purchase order process from start to finish; maintain funds, request quotes, create requisitions, follow approvals, email POs to vendors and appropriate staff, verify receipt of product(s), receive and reconcile invoices, and maintain files

Obtain quotes from approved vendors to ensure best pricing on non-bid items while adhering to district purchasing guidelines

**Job Title:** Technology Acquisitions Officer

Process all technology related invoices for hardware, cabling, electrical, and device repairs and maintain billing accuracy on all open project purchase orders

Assist district employees with pricing and technology purchases for their department or site. Confirm/request applicable account code and supervisor’s approval.

Work closely with deployment center on receiving and delivery status/issues and keep campus/department informed of deliveries and technology purchased for their site

Maintain current General Ledger balances for all funded areas and provide supervisor with detailed balances monthly and maintain accounts in preparation for budget planning and at budget year-end close out

Work closely with finance and purchasing teams to maintain account codes, approve budget amendments, and update purchasing procedures

Provide support to customers, answer incoming calls regarding purchasing questions and route to appropriate personnel as needed

Assist with maintaining technology catalog on current pricing and ordering information

Follow the district’s retention schedule

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other duties or functions that may be assigned by the administration and/or supervisor

**Equipment Used:**

Uses computer, printer, copier, calculator, scanner and fax

**Working Conditions:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); ability to operate a computer; maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent sitting, standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 2/15/2023

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_