



IT Administrative Assistant

Job Code: ITADM - 111
Revision Date: Dec 21, 2018

Salary Range:
\$15.92 - \$26.04 Hourly
\$1,273.60 - \$2,083.20 Biweekly
\$33,108.00 - \$54,161.00 Annually

FLSA: Non-Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to provide administrative support to the IT Director and the Health Information Technology Division as a whole. Responsible for inventory management, inventory purchases, deployments and record keeping. Coordinate services such as contracts, payments and budget preparation.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Monitors service/software contracts for expirations and ensures timely payments to assure continuation of services.
- Reconciles inventory reports and coordinates with Accounting to assure accountability.
- Prepares obsolete physical inventory for proper disposal, including computers, laptops, monitors, multi-function printers, docking stations, and mobile devices.
- Assist departments in identifying equipment needs and aids in budget preparation to request equipment.
- Obtains service estimates and enters Purchase Requisitions per purchasing guidelines
- Performs data entry and imaging of documents and records; processes billings; administers fixed asset and consumable inventories.
- Issues and tracks loaned items: mobile devices, laptops, smartphones, etc.
- Assists in Budget preparation for IT services as well as for agency-wide service fees
- Coordinates with accounts payables and the budget department to process equipment invoices and purchases.

- Maintains maintenance contracts for office equipment; reports any equipment maintenance needs for appropriate action.
- Assists with Service Desk: creates service tickets, follows up to ensure completion.
- Coordinates with HR and hiring departments to process Security Access Forms and order equipment for distribution during New Employee Orientation (NEO).
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by two (2) years of experience in technology or administrative support functions, which provides broad exposure and practical application of current office systems technology and associated software/hardware support systems; or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.