



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/17/2024

Coordinator, Asset

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration Building

Department Overview

The Department of Digital Innovation (DDI) contributes to the infusion of digital innovation into teaching and learning, as well as the operations of LCPS, by providing leadership and support in all areas of digital innovation planning and technology resource management. DDI is committed to building a transparent open organizational environment providing students, teachers, parents, administrators, and the community with highly functional technology that is easy to use, reliable, and cost-effective to support a consistently superior level of instruction and student achievement. The Department includes the following teams: Enterprise Solutions, Digital Experience, Enterprise Resource Planning, IT Security, Infrastructure & Engineering, and IT Project Management.

Job Overview

The Technology Acquisitions Asset Coordinator manages a cross-departmental team responsible for maintaining the information technology (IT) asset lifecycle. This leader assists DDI in maximizing revenue, eliminating waste, forecasting technology needs, and ensuring service levels are achieved.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Continually assesses, reviews, and recommends areas of improvement for asset and inventory management; reports relevant findings to department leadership
- Coordinates the daily activities of a cross-departmental staff to ensure efficient and effective distribution of technology assets and peripherals district-wide; Tracks and manages staff performance to optimize the resolution of assigned tasks and service requests
- Governs the asset management framework and processes for strategically tracking and managing all aspects of the IT asset life cycle
- Provides oversight for data sanitization and auditing to ensure data integrity within the asset management system
- Collaborates with district leaders and partners to automate data feeds from key data sources into a centralized asset management system
- Participates in the design and delivery of products such as customized ad-hoc reports and interactive dashboards
- Creates detailed forecasting models based on district technology plan
- Serves as the process owner for all asset management services; Interfaces with district staff to ensure services align with client expectations
- Manages asset-related technology projects across multiple schools or administrative buildings

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- Facilitates meetings and presentations; develop communication channels to enforce asset management. Practices, relay policy or process changes, and share other important findings
- Mentors, trains, and coaches new and existing Technology Acquisitions Digital Experience staff
- Evaluates staff performance

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Demonstrated experience managing and transforming structured and unstructured data

Licenses and Certifications

Knowledge, Skills, and Abilities

- Demonstrates the ability to take the initiative and to handle new duties with limited direction
- Ability to determine and set work priorities
- Ability to maintain confidentiality
- Ability to work independently and effectively during periods of heavy workloads and tight deadlines
- Strong oral and written communication skills, and interpersonal skills
- Ability to respond calmly and efficiently when under pressure and/or frequent interruptions
- Ability to collaborate effectively with many different audiences
- Demonstrated ability to work with data in a variety of formats including databases, spreadsheets, and flat files

Physical Requirements

The following provides a brief description of physical requirements for this job:

	Rare	Occasional	Frequent	Regular
Lift or move 26-50 pounds				X
Lift or move more than 50 pounds			X	
Climb/Descend (ladders, scaffolding, ramps, poles, etc.)	X			
Stoop	X			
Kneel	X			
Crouch/ Squat	X			
Reach				X
Stand			X	
Sit			X	
Walk			X	
Push			X	
Pull			X	
Bend/turn/twist head or neck			X	
Bend/turn/ twist waist			X	

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Manipulate (pick, pinch, etc. with fingers)			X	
Grasp			X	
Feel			X	
Talk				X
Hear				X
See				X
Remain stationary			X	
Travel by foot				X
Travel by transport				X
Repeat hand/arm, wrist/finger motion			X	
Repeat leg/ foot/ toe/ ankle motion			X	
Operate motor vehicle		X		
Wear protective equipment	X			

Environmental Hazards

	Rare	Occasional
Extreme heat	X	
Extreme cold	X	
Inclement weather		X
Moving mechanical parts	X	

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated

consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.