

<b>Job Title</b>	Configuration Management Administrator	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Information Technology Operations	<b>Pay Grade:</b>	506
<b>Dept. /School:</b>	IT	<b>Date Revised:</b>	October 29, 2020

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### Primary Purpose

Coordinate and administer assigned configuration management activities relative to identification, current state, control, compliance, relationship, and accounting for systems and/or equipment in accordance with contractual requirements as it pertains to Information Technology asset management.

### Qualifications

#### Education/Certification

Bachelor's Degree in Computer/Technical related field,  
 Certificate granted by a recognized institution for four (4) year computer/technical study

**OR**

Five (5) year experience performing the specific duties as described herein for EPISD  
 Valid Class C Vehicle Operators License

#### Special Knowledge/Skills

- Knowledge of Information Technology Asset Management lifecycle best practices
- Must have knowledge operating a configuration management database to maintain confidentiality, integrity and accuracy of Information Technology Assets and configurable items
- Knowledge of Information Technology infrastructure components including hardware and software applications
- Knowledge of warehouse best practices including 5S's and Six Sigma
- Must possess ability to identify issues and develop solutions to a variety of problems of diverse scope and complexity.
- Must have strong analytical, verbal, and written communication skills to accurately document, report, and present findings to a variety of audiences.
- Knowledge of Bill of Material structures, and experience in Change Management.
- Knowledge of inventory and procurement procedures for electronic, network and microcomputer parts, supplies and equipment
- Strong organizational, communication and interpersonal skills

#### Experience

Two (2) years' experience with business machines, audiovisual equipment and microcomputers, and inventory management software.

Five (5) years of asset and inventory management experience.

### Major Responsibilities and Duties

1. Ensure that departmental standards for job performance and recordkeeping are met.
2. Assist in the preparation of specifications and bids for procuring audiovisual and office equipment, microcomputers, microcomputer software, and related parts and supplies.
3. Manage CMDB access rights for new and existing participants and groups.
4. Manage CMDB program and project creation and ongoing maintenance.
5. Create product status reports on request.
6. Responsible for configuration management (CM) of systems
7. Identify configuration items, implement change control, configuration status accounting, and configuration audits.
8. Work on teams to create and maintain software, hardware, and documentation configuration baselines (development, test, production, etc.)

9. Develop or modify CM plans, policies, and procedures tailored to the complexity and scope of the developmental or operational system.
10. Implement CM discipline for the entire life cycle of systems from initial requirements/capabilities baselines to system end-of-life cycle.
11. Regulate the change process so that only approved and validated changes are incorporated into product documents and related software, licenses, media, and other IT assets.
12. Ensure that the changes to the baselines go through appropriate change boards.
13. Track problems and changes in product documents/software and reports changes, controls standard operating procedures and current configurations.
14. Use or recommend automated CM tools to implement CM policies and procedures.
15. Prepare and maintain the financial, inventory, and other records for District and office equipment, microcomputers, microcomputer software and related parts and supplies.
16. Ensure the receipt, storage, and distribution of all assigned equipment, parts, and supplies; collaborates with Fixed Asset staff to deliver, list and store expected E-Rate, bond and project equipment.
17. Maintain current invoicing and purchase orders of E-Rate equipment within the department.
18. Ensure eligibility on damage and accessory requests for Power up devices.
19. Manage department vehicle assignments; coordinate vehicle repairs, services, and inspections/registration with auto shop.
20. Serve as a liaison between technicians and Operations Deployment Manager.
21. Perform other duties as assigned by supervisor.

**Equipment Used**

PC Computer (DELL), Printers, Calculator, Copier, Fax Machine

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours. Frequent districtwide travel; lifts and transport typical microcomputer, audiovisual and business equipment by hand, on carts or dollies, and in motor vehicles. Must be able to lift 45 pounds or more.

**Terms of Employment**

226 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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