



Job Description

Title: Manager-Information Technology	FLSA Status: Exempt	Created:
Supervisor: Assistant Superintendent-Business	Supervises: Classified Information Technology staff	Revised:
Department: Information Technology	Bargaining Unit: Classified Mgmt.	Approved:

JOB SUMMARY:

Under the direction of Assistant Superintendent-Business, plan, organize and direct the operations and activities of the district's Information Technology Department including the development, planning, purchasing, installing, repair and maintenance of a physical technology and networked information systems enabling full educational use of technology; assure information technology systems and operations are in compliance with local, State and federal regulations and requirements; provide district staff with needed IT support and strategic long range planning and implementation of system wide technology solutions; monitor, and troubleshoot district network, wireless network infrastructure and web content filters; provide technical expertise and oversight in the acquisition and implementation of software and hardware solutions; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the operations and activities of the district's Information Technology Department including the development, planning, purchasing, installing, repair and maintenance of a physical technology and networked information systems enabling full educational use of technology; develop, implement and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment; coordinate technology priorities; assure information technology systems and operations are in compliance with local, State and federal regulations and requirements.
- Direct the development and maintenance of a networked information system including feasibility studies, systems analysis, project management, design, computer programming, conversion of data, information technology, and information storage and retrieval; assist in the development of standards of hardware and software use; manage users on the servers; oversee the maintenance of the e-mail server/program.
- Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Determine technology needs; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.
- Monitor and troubleshoot hardware, software, district network and wireless network infrastructures; monitor, troubleshoot and maintain web content filter;
- Monitor district data and voice communication functions.
- Research computer equipment, hardware and software requirements; provide recommendations regarding applications and purchases.
- Manage the acquisition, installation, maintenance and repair of information and communications technology equipment; negotiate bids for service, installations or other services as needed; develop standards for the purchase of hardware and software to support the instruction and management information systems.
- Serve as technical and administrative resource to operational and instructional users; provide technical support for telephone system hardware and software.

- Develop and prepare the annual preliminary budget for the Information Technology department; analyze and review budgetary and financial data; prepare forecasts of necessary funds for staffing, materials and supplies; recommend, control and authorize expenditures in accordance with established limitations.
- Monitor, assign, resolve and provide guidance on work orders submitted.
- Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office; provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.
- Provide technical expertise, information, recommendations and assistance to the Assistant Superintendent-Business regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, vendors, service providers, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.
- Operate a variety of network software and hardware tools; operate meters/readers, drills, sockets and other hand tools.
- Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Management of the Information Technology department operations and services.
- Principles and practices of administration, supervision and training.
- Multiple operating systems, computer languages and programming fundamentals including OS, Unix/Linux OS, IOS apple/Cisco for troubleshooting application and network related issues.
- Principles, configurations, protocols and operations of LANs and WANs, data communication systems and related software.
- Network, wireless network and workstation operating systems.
- Router/Switch/Firewall configurations.
- DNS/DHCP/Active Directory/Group policy principles and practices.
- TCP/IP structures.
- Web content filtering management.
- Technical aspects of the E-rate process system.
- Installation, maintenance and repair of information systems equipment.
- Project management methods and techniques.
- Bid process management.
- Technology and computer software supports related to instruction and administration.
- Operational characteristics and requirements of personal computers and networks and related peripheral equipment.
- Budget administration, preparation and control.
- Use of various computer systems and software and their application to established needs including Microsoft Office Suite and Google Apps.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

Skills/Ability to:

- Plan, organize and direct the daily operations and services of the district's Information Technology Department.
- Direct the development and maintenance of a networked information system.
- Direct, manage and evaluate instructional, informational and communication services.
- Plan and implement the installation and use of integrated information technologies in an educational system.
- Communicate effectively both orally and in writing.
- Analyze and interpret highly technical information and data.
- Develop technical materials.
- Research, compile and classify data.
- Conduct effective professional development in information technologies.
- Maintain current knowledge of technological advances in the field.
- Design, install, configure, and maintain the WANs and LANs.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in information technology, computer science or related field.
- Five years increasingly responsible experience in network management and the administration and maintenance of management information systems including two years in a supervisory capacity.

Licenses, Certifications and other Requirements:

- Valid California Class C Driver's License.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Fast-paced environment with changing priorities.

Physical Demands:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending, kneeling or crouching to repair and maintain computers and equipment.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Reaching overhead and above shoulders to change projectors or complete installations.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting for extended periods of time.

Hazards:

- Potential contact with dissatisfied individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.