

JOB TITLE	DEPARTMENT	REPORTS TO
Network Infrastructure Organization Manager	ITS	Chief Operations Officer

Position No: 82030	Length of Work Year: 12 Months
Salary Schedule: N08	Date Approved: 12/19/24
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree required. Master's Degree preferred 2. Educational experience preferred. 3. Exceptional communication and public relations skills along with staff and organizational development and strategic planning skills are a necessity. 4. Must have a comprehensive knowledge and extensive hands-on with the principles, practices, techniques to successfully lead and manage an ITS network infrastructure team. 5. Demonstrated leadership and management skills with a proven track record of success with solving complex technology problems. 6. Must have extensive experience managing systems and computer maintenance, repair programs, and staff development. 7. Must have the ability to establish and maintain effective working relationships with administrators, school staff, supervisors, managers, technicians, and other employees. 8. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assist in the preparation and administration of the District operation and capital improvement budgets. 2. Develop appropriate board agenda items pertaining to areas of responsibility. 3. Provide leadership for division responsibilities of Information Services, Instructional Technology, and Technology Services. 4. Monitor and evaluate Services provided by the departments within the division. 5. Provide training to stakeholders on employee evaluation and employee improvement. 6. Perform the annual evaluation for all assigned staff and prepare all required reports and maintain appropriate records. 7. Hear and act on appeals concerning parent, student or staff complaints and problems for assigned areas. 8. Assist in the preparation of budgets. 9. Assist in the development of policies, standards, practices and security measures to ensure effective and consistent management of information and technology services. 10. Coordinate activities of the division with schools and other divisions. 11. Coordinate the assessment of training needs for personnel in assigned areas. 12. Facilitate close communication between assigned departments to ensure cost efficiency. 13. Ensure that major projects are coordinated and appropriate agencies. 14. Coordinate the development and implementation of a plan to facilitate both internal and external communication. 15. Facilitate close communication between Information Services and Technology Services to ensure maximum efficiency.

16. Keep personally abreast of new developments in facility design, operations of systems, maintenance and information techniques and materials to ensure maximum efficiency from operation expenditures.
17. Perform other incidental tasks consistent with the goals and objectives of this position.
18. Perform other work-related duties assigned by supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.