



JOB TITLE	DEPARTMENT	REPORTS TO
Telecom and Network Manager	ITS Department	Chief Information Officer

<b>Position No:</b> 77532	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> P30	<b>Date Approved:</b> 3/8/94
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 8/10/99; 11/4/14

JOB GOAL
To support educational technology at the school and district level.

MINIMUM QUALIFICATIONS
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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
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1. Manages project teams, identifies needed resources, assigns responsibilities, monitors performance, resolves conflicts and motivates team members.
2. Provides for telecommunications, network operations and computer repair center operations, and district-wide technology training.
3. Establishes plans, and directs the organization's IT architecture, standards design frameworks, procurement approaches, implementation/operation policies.
4. Reports to the administration on the progress in electronic data management, processing and storage projects, resource utilization, and production performances.
5. Oversees and coordinates internal information technology function as well as system access and security.
6. Establishes and maintains an effective system of electronic communications throughout the organization.
7. Analyzes new technologies and runs competitive analyses.
8. Provides technical support for hardware and software installation.
9. Researches and develops strategies for increasing the proficiency of technology tools.
10. Performs network troubleshooting to isolate and diagnose common network problems.
11. Upgrades network hardware and software components as required.
12. Installs, upgrades, and/or configures networks for printers, directory structures, rights, security, and software on file servers.
13. Provides users with network technical support.
14. Responds to the needs and questions of users concerning their access of resources on the network.
15. Performs assigned tasks in a timely and efficient manner.

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| 16. Performs assigned tasks with a high standard of quality.<br>17. Performs other activities as assigned by the supervisor.   |
| <b>PHYSICAL DEMAND CLASS:</b>  |
| 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. |