

Information Technology ManagerJob Summary:

Under supervision of the Director of Technology, the Information Technology Manager is responsible for managing operations and assigned staff and will assist in the development of department goals, policies and procedures; developing and monitoring district technology operations. Responsibilities also include oversight of automated information services requirements, user requirement analysis, feasibility studies and cost benefit analysis; RFP/RFI development and evaluation, project management; computer operation and production management; customer support and training management; network/server administration; and supervising subordinate staff.

Qualification:Required:

- Education: Associate degree or completion of two year (60 semester units) of accredited college coursework with a major in data processing, computer science, computer information systems, telecommunications, business administration, electrical engineering, or a related field. (Note-Additional relevant full-time experience may be substituted for the required college education on a year-for-year basis).
- Coursework from a recognized college or university with a preference in management information systems, computer information systems, telecommunications, business administration, electrical engineering/computer science or a closely related field.
- Experience:
- Five (5) years of full-time paid experience consisting of progressively responsible technical information system duties and responsibilities. Preferably at least two years of the required experience in a lead capacity including assigning, reviewing and coordinating the work of staff in an information technology facility equivalent to a medium to large school district.
- Equivalent to four or more years of any combination of experience and education, which could likely provide the required knowledge and abilities
- Valid California Driver License and ability to maintain insurability

Desired:

- Possess skills, knowledge and abilities required to manage the design, development, acquisition, maintenance, enhancement, administration and coordination of state-of-the-art client server and web enable information systems, legacy information systems, office automation systems, internet and intranet systems and to integrate these systems district wide and in coordination with the local and County Wide Area Networks (WAN).
- Possess strong organizational, time management, managerial and supervisory abilities, strong oral and written communication skills; ability to establish and maintain interpersonal relationships at all organizational levels and with vendors; a comprehensive knowledge of the application of information technology; the ability to remain knowledgeable and proficient in new developments in the information technology field; strong leadership, analytical and critical thinking skills; and a high degree of initiative, maturity and good judgment.

Knowledge and Ability:

1. Organizational development principles and practices
2. Long-range technology plan, development methodology and development standards
3. Federal, state and local policies and procedures regarding instructional technology
4. Appropriate uses of technology for instruction and the requirements of the student skill curriculum.
5. Current literature, trends, and development in the technology field
6. Educational research methodology including research design, program evaluation and data analysis
7. Techniques and strategies for managing a department.
8. Principles and techniques of budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, and training.
11. Applicable laws, codes, regulations, policies, and procedures.
12. Interpersonal skills using tact, patience and courtesy.
13. Knowledge of principles, practices and methods of systems and network administration and

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- maintenance, including configuration, performance tuning and diagnostic tools;
14. Knowledge of network architectures and theory and principles of network design and integration, including topologies and protocols;
  15. Ability to work independently under time constraints; meet critical deadlines;
  16. Ability to provide complete and accurate instructions; Make sound, independent decisions within established guidelines;

Essential Functions of this position, which include, but are not limited to, the following:

1. Assists in the establishment of priorities, creation of policies, and the development of short and long-range plans that will ensure the most effective use of information technology resources consistent with the needs of the department and district.
2. Assists in the preparation, development and management of department budget and expenditures.
3. Supervises, interviews, selects, evaluates and disciplines subordinate staff as directed.
4. Assists in the preparation and/or direction in the preparation of recommendations, reports, correspondence, special studies and research.
5. Develops, implements, coordinates, communicates and interprets department programs, initiatives, policies and procedures in collaboration with the Director of Technology and associated staff throughout the district.
6. Establishes and maintains liaison with other department management staff, teacher leaders and coaches, and administrative staff throughout the district.
7. Manage and troubleshoot crisis situations and resolve complex technical network, hardware or software problems;
8. Evaluate and recommend telecommunications methods, network components, data communications protocols, network equipment range usage and other network application system particulars;
9. Ensure data security protocols are maintained and backup/recovery processes are completed as scheduled;
10. Administer district wide security processes and procedures; develop, recommend and implement security permissions, privileges, group policy, standards, and guidelines;
11. Contribute to the reliable and secure operation of the student information system, business system, personnel system, SQL server database and related software components;
12. Provide ongoing systems and network support to staff and end-users; Maintain systems and network inventory;
13. Ensure that software licensing laws are adhered to;
14. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel, both orally and in writing;
15. Establish and maintain highly effective working relationships with District staff, vendors, and others encountered in the course of work;
16. Performs other duties as assigned that support the overall objective of the position.

Physical Requirements for this position, which include, but are not limited to, the following:

1. Ability to use a computer, telephone, both hands simultaneously, use fingers-repetitive, rapid mental/muscular coordination,
2. Ability to speak clearly, hear normal voice conversation, see small details, maintain balance
3. Ability to reach overhead,
4. Ability to have clear color vision/distinguish wire colors,
5. Ability to drive a vehicle,
6. Ability to stand, walk, sit, carry, stoop/bend, repetitive twisting or pressure involving wrists or hands,
7. Ability to lift and carry up to 50 lbs.

Working Conditions:

1. Work directly with district staff, students and public,
2. Work primarily indoors, sometimes outside
3. Workload is high volume and tight deadlines, continuously changing priorities, continuous interruptions,
4. Work conditions will, at times, have temperature changes, work in confined spaces, and work at