

Escondido Union High School District Job Description

Job Title: Information Systems Supervisor
Employee Unit: Supervisor
FLSA Status: Exempt
Salary Level: Range 34 (225 days)
Approved by: Board of Education
Approved date: 3/8/2016

NATURE OF WORK

Administers and maintains the information technology infrastructure and systems, to include but not limited to, data networking systems and structures, voice and video systems including the maintenance of school district voice, video and data networking systems and infrastructure by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises, directs and evaluates Senior Network Technicians, Network Support Technicians and Computer Support Technicians with input from site Assistant Principals, as appropriate.

Provides leadership, guidance, and expertise as needed to site computer technicians to assure integrity of system is maintained.

Supervises the evaluation, acquisition, installation, maintenance, and repair of information and communications technology equipment and software.

Installs, configures, maintains and integrates administrative and educational software applications, working with staff to create and implement new solutions to voice, video and data networking needs.

Recommends new hardware and software to both site and District Service Center personnel and assists in the evaluation of new and emerging technology to satisfy instructional and administrative tasks.

Documents and diagrams district networks, maintains inventory of all server and client hardware and software, and creates and updates maintenance logs and checklists related to hardware and software modifications.

Administers and maintains district user network and mail accounts, user environments and directory rights. Assists in the maintenance of the District's web page and related sites. Assures the security and integrity of District information systems and data through the development and implementation of security, back-up and recovery procedures.

Diagnoses, maintains and configures intranet-internet network and signaling equipment, including but not limited to hubs, routers, servers, nodes, print servers, fax servers, gateways, modems, Private Board Exchange (PBX), Voice over Internet Protocol (VoIP), and voice mail equipment, energy management systems and related devices.

Creates and implements security program and strategies for district networks, including but not limited to desktop security, virus monitoring and eradication, Internet firewall and related efforts, and works with staff to ensure adherence to program.

Maintains archives and files of district software licensing and ensures compliance.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A. or B. S.) from four-year college or university; or four years experience as a network systems administrator as well as hands-on experience in installing, configuring and maintaining personal computers and networking systems, including software and hardware and infrastructure; or equivalent combination of education and experience. Advanced certifications in industry leading systems preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write detailed analyses to include procurement justifications and financial analyses. Ability to effectively present information to senior management, public groups, and/or the Board of Education.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Strong working knowledge of the latest Windows Network Operating system. Must understand a variety of networking topologies and protocols. Familiarity with common computer virus problems and solutions. Knowledge of current trends and latest releases of technological devices and software applications related to multimedia voice, video and data networks including; 10/100/1000 Base T Ethernet networks, fiber-optic distributed multimedia, and signaling systems. Should possess a general knowledge of PBX, VoIP, voice mail and related telecommunications systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.
Driving a vehicle to conduct work. Valid California Drivers License Required.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance, and demonstrate the ability to interact with a variety of people in a friendly, helpful manner, must exhibit time management skills and possess strong technical abilities, social skills and talent in making useful recommendations on both the maintenance and future direction of voice, video and data networking technologies for the district.