

**TITLE:** ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY

**QUALIFICATIONS:**

1. Knowledge of principles, theories, methods, materials, media and equipment used in analysis and development, design, installation, operation and maintenance of LAN and WAN technologies and servers including operating systems, applications, protocols and topologies
2. Bachelor's degree in related area or equivalent experience in applied setting
3. Knowledge of installation, maintenance and support of network systems
4. Knowledge of network security requirements, procedures, implementation and administration
5. Ability to train, supervise and evaluate assigned personnel; experience in supervising technical staff
6. Ability to serve as department head as required
7. Ability to evaluate new technologies as they apply to District needs
8. Ability to organize, plan, cost and complete network development projects efficiently in accordance with District quality standards and within given budget constraints
9. Ability to communicate complex technology issues clearly orally and in writing and make effective oral presentations
10. Ability to plan, organize and direct day-to-day activities and services of department's network staff

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To provide support to instructional and administrative staff and students by planning, organizing and directing activities related to management of District's local and wide area network facilities, personal computers and peripheral equipment

**PERFORMANCE RESPONSIBILITIES:**

1. Under general direction, is responsible for broad and complex assignments in support of highly complex, multi-platform network systems
2. Manages planning, design, installation and support of LAN and WAN hardware and software
3. Manages multiple types of servers, including E-mail, Web, Network Monitoring, Disaster Recovery, File, Print, Application and Database servers
4. Manages network administration, operation and support
5. Coordinates installation, troubleshooting and implementation of District personal computers and peripheral equipment
6. Provides for proper documentation of network and server systems
7. Confers with and coordinates School and District technical groups regarding technology capabilities and feasibility of implementing new technologies
8. Serves as primary resource for instructional and administrative technology information
9. Participates in long-range planning efforts of District and Schools for areas relating to use of networks, server systems and other technologies
10. Participates in evaluation, costing, selection, testing and implementation of Information Technology data and server-related software and hardware
11. Confers with hardware and software vendors to obtain information, resolve problems and arrange and conduct demonstrations and evaluations of products under consideration by District
12. Assure School and District compliance with network policies, procedures and protocols across multiple systems
13. Advises Director of Information Technology on current technology innovations

14. Develops and schedules priorities, assigns responsibilities, assures efficient and timely completion of projects and prepares time and cost estimates and progress reports
15. Confers with Director of Information Technology regarding evaluation and selection of contract firms; conducts Internet research on potential suppliers
16. Provides coordination and/or oversight of contract work as assigned
17. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; management salary schedule, class 29

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable