CLASS TITLE: SUPERVISOR, INFORMATION TECHNOLOGY

BASIC FUNCTION:
Under the direction of the Director, Information Technology this position is responsible for coordinating,   developing and supervising the design, development and implementation of information technology projects; including database applications, programming, software application throughout the district; assist in supervising and evaluating assigned central information technology personnel; assist in the   leading and representation of the Information Technology Department.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:
Advises and coordinates the activities, operations and management of department personnel and vendors.

Assign staff; interview and select employees and recommend transfers, reassignments, terminations and   disciplinary actions; assign employees duties and review work for accuracy and completeness.

Communicates with administrators, personnel and outside organizations for the purpose of coordinating   activities and resolving issues, conflicts and exchanging of information.

Establish procedures to ensure that data remains consistent across all databases and set procedures for data security, back-up and recovery.

Instruct end users and personnel in the proper use of systems and programs.

Investigate and make recommendations for the purchase of network and server equipment, operating   systems, administrative desktop platforms, printers and telecommunication equipment and systems for the   purpose of providing the level of technology required by the district.

Maintain the District's web services including the district website and all schools' websites.

Maintains the integrity of all database systems, including but not limited to student curriculum, student   information system (SIS), website, child nutrition and financial systems.

Participates in a variety of meetings; conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.

Participates in the development and implementation of department policies and procedures for the   purpose of meeting the District's technology goals and objectives.

Prepares a wide variety of reference, presentation, policy and administrative materials (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures) for the purpose of documenting activities, requests and issues; providing audit references; and/or meeting compliance   requirements.

Regularly analyze manual processes and recommend/implement automations when deemed appropriate.

Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc.   for the purpose of identifying the relevant issues and recommending or implementing a plan of action that   will efficiently resolve the issue.

Serves as liaison to software/hardware providers (e.g., meets with vendor representatives, evaluates products/services, evaluates proposals, selects vendors, manages installation of systems) for the purpose   of conveying and/or receiving information and coordinating district activities.

Supervise and maintain all Extract, Transform, Load (ETL) processes to ensure reliability in all systems.

Supervises and maintain all Microsoft SQL Server Integration Services (SISS) and Microsoft SQL Server Reporting Services (SSRS) and ensure all these services are performing to optimal levels.

Supervises the District's Computer Support Technicians and all their related services including: User Moves Adds and Changes (MACs) User security access and permissions. All State mandated reporting. Aeries SIS support and maintenance and other technical support related issues.

OTHER DUTIES:
Attends and participates in meeting, in-service trainings, workshops and conferences. Performs related

duties as assigned.

Knowledge and Abilities:
KNOWLEDGE OF:
Effective oral and written communication skills.
Effective methods of personnel supervision, performance evaluation, and training.
Modern office methods and procedures including the preparation of business correspondence.
Legal mandates, policies and regulations pertaining to technology services in a public-school district.   Current principles, methods, practices, standards, and trends in desktop and mobile computing systems and   applications, data and telecommunications network technology, and data security.
Current business and consumer-based technology hardware, software systems, and equipment.   Modern information technology trends, concepts, terms, and practices.
Modern computer, server, and mobile device operating systems. Modern word processing, spreadsheet, and presentation applications. Cloud computing platforms such Google Apps.

ABILITY TO:
Organize, supervise, train and evaluate information technology personnel. Prepare and present management reports in a clear and concise manner.
Understand and carry out oral and written directions with little supervision. Compile and manage complex reports.
Establish and maintain effective professional relationships.
Promote team building, customer service, and positive work environment. Adapt easily to work assignments, additional priorities and new procedures. Receive constructive criticism and modify work appropriately.
Solve problems independently as appropriate.
Recommend and communicate the need for procedural improvements to District administration. Work successfully in a culturally and linguistically diverse environment.
Effectively, technically and tactfully communicate in both oral and written forms. Manage and use time effectively.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree in a field related to information technology and three years of increasingly responsible technology experience including the development, installation and   maintenance of data processing systems. Supervisory or lead project experience over information   technology staff is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test. Valid   California Class
C Driver's License and evidence of insurability.

WORKING CONDITIONS: ENVIRONMENT:
Indoor office environment.

PHYSICAL DEMANDS:
Bending at the waist, kneeling or crouching.
Dexterity of hands and fingers to operate a computer keyboard. Hearing and
speaking to exchange information.
Lifting and carrying moderately heavy objects and information technology equipment. Reaching overhead,
above the shoulders and horizontally to retrieve materials.
Seeing to view a computer monitor. Sitting for
extended periods of time.

HAZARDS:
Traffic hazards.

FLSA Status	**Approval Date**
Exempt	12/14/17