



## LA MESA-SPRING VALLEY SCHOOLS

### Job Classification Description

Equal Employment Opportunity

#### Supervisor, Information Technology

**JOB FAMILY:** Technology

**FLSA:** Exempt

**SALARY SCHEDULE:** Classified Supervisory & Manager

#### PURPOSE STATEMENT:

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, scripting, software application throughout the district; assists in supervising and evaluating assigned central information technology personnel; assists in the leading and representation of the Information Technology Department.

#### ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

1. Advises and coordinates the activities, operations and management of department personnel and vendors.
2. Assigns staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; assigns employees duties and review work for accuracy and completeness.
3. Communicates with administrators, personnel and outside organizations to coordinate activities and resolve issues, conflicts and exchanging of information.
4. Establishes procedures to ensure that data remains consistent across all databases and set procedures for data security, back-up and recovery.
5. Instructs end users and personnel in the proper use of systems and programs.
6. Maintains the integrity of all database systems, including but not limited to student curriculum, student information system (SIS), website, child nutrition and financial systems.
7. Participates in a variety of meetings; conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
8. Participates in the development and implementation of department policies and procedures to meet the District's technology goals and objectives.
9. Prepares a wide variety of reference, presentation, policy and administrative materials (e.g., plans, funding requests, reports, analyses, recommendations, procedures) to document activities, requests and issues; providing audit references; and/or meeting compliance requirements.
10. Regularly analyzes manual processes and recommend/implement automations when deemed appropriate.
11. Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc., to identify relevant issues and recommend or implement a plan of action that will efficiently resolve the issue.

12. Serves as liaison to software providers (e.g., meets with vendor representatives, evaluates products/services, evaluates proposals, selects vendors, manages installation of systems) to convey and/or receive information and coordinating district activities.
13. Supervises and maintains all Extract, Transform, Load (ETL) processes to ensure reliability in all systems.
14. Supervises and maintains all Microsoft SQL Server Integration Services (SISS) and Microsoft SQL Server Reporting Services (SSRS) and ensures all services are performing at optimal levels.
15. Supervises and maintains Google Apps scripts and API-based data connectors leveraging PowerShell.
16. Supervises assigned staff 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:**

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Effective oral and written communication skills
- Effective methods of personnel supervision, performance evaluation, and training
- Cloud computing platforms such Google Apps
- 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.
- Legal mandates, policies and regulations pertaining to technology services in a public-school district
- Modern information technology trends, concepts, terms, and practices
- Modern computer, server, and mobile device operating systems
- Modern office methods and procedures including the preparation of business correspondence
- Modern word processing, spreadsheet, and presentation applications

#### **Skills and Abilities to:**

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

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**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.

**LICENSE(S) REQUIRED:**

- Valid California Class C Driver's License and evidence of insurability to perform work

**CERTIFICATIONS AND TESTING REQUIRED:**

- Successfully pass the District's job-related merit exam
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Tuberculosis clearance (pre-employment and periodic)
  - Pre-employment physical exam through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Indoor office environment
- Bending at the waist, kneeling or crouching
- Dexterity of hands and fingers to operate a computer keyboard.
- Driving a vehicle to conduct work
- 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
- Traffic hazards