

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Manager, Technology and Information Services

Department: Technology and Information Services	Job Code: 1412
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Schedule: Mgmt 8B
Reports To: Senior Manager, Technology and Information Services	Work Days: 245
Board Approved Date: October 20, 2015	Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for providing students, faculty, and staff with the necessary support to improve technology resources in the areas of management information systems, technology services, and network and server support services. This includes meeting with stakeholder groups to determine technology needs and determine innovative and productive solutions to identified challenges while supporting the District's vision mission, and strategic goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Management Information Systems

1. Plan, organize, and coordinate the development and advancement of district-wide support systems including: software, hardware, and other technology related equipment to continually increase efficiency and effectiveness of District systems.
2. Collaborate with stakeholders to determine technology needs and develop modifications that improve system productivity.
3. Supervise the design and development of reporting models that conform to outside agencies' needs and that ensure compliance with local, state and federal requirements.
4. Coordinate the extraction of data in response to requests from stakeholders in a format that allows them to make informed decisions.
5. Recommend, coordinate, and deliver professional development activities for assigned staff to ensure current and best practices are reinforced and identified issues addressed.
6. Assist with the preparation and recommendation of annual budgets for management information systems.
7. Implement procedures to monitor the timely replacement of hardware systems and computer software to ensure continuous improvement of technology equipment.
8. Monitor and review technology and information services trends, best practice and legislative changes to ensure compliance with system needs and local, state, and federal regulations.
9. Provide staff development opportunities to stakeholders that ensure proper use of equipment, software, and enterprise systems when new or updated changes occur to management information systems.
10. Perform other duties as assigned.

Technology Services

1. Plan, organize, and coordinate development and advancement of district-wide technology support systems including: software, hardware, and other technology related equipment to ensure conformity to the latest technology strategies and trends.
2. Collaborate with stakeholders to determine technology needs and develop modifications that improve system productivity.
3. Supervise, support, and maintain technology devices throughout the district to ensure effective and efficient operational use.
4. Monitor and respond to legislative changes that require modifications to district systems and implement any changes in accordance with local state and federal requirements.
5. Supervise the operations of the technology help desk to ensure effective delivery of services and efficient operations.
6. Assist with the preparation and recommendation of annual budgets for technology services.
7. Implement procedures to monitor the timely replacement of hardware systems and computer software.
8. Monitor and review technology and information services trends and best practices to ensure current systems and procedures are updated when necessary and are in compliance with local, state, and federal regulations.
9. Provide staff development opportunities to stakeholders that ensure proper use of equipment, software, and enterprise systems when new or updated changes occur in technology services.
10. Perform other duties as assigned.

Network and Server Support Services

1. Plan, organize, and coordinate continued development and advancement of network and server support systems.
2. Collaborate with stakeholders to determine technology and support needs and develop modifications that improve the network/system.

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3. Supervise the support and maintenance of network equipment and servers to ensure they are operating within established parameters.
4. Monitor and respond to legislative changes that require modifications to district systems and implement any changes in accordance with local state and federal requirements.
5. Assist with the preparation and recommendation of annual budgets for network and server support services.
6. Implement procedures to monitor the timely replacement of hardware systems and computer software.
7. Monitor and review technology and information services trends and best practices to ensure current systems and procedures are updated when necessary and are in compliance with local, state, and federal regulations.
8. Provide staff development opportunities to stakeholders that ensure proper use of equipment and hardware when new or updated changes occur in network and server support services.
9. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Broad knowledge of various computer systems and software specific to assigned area.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's Degree from an accredited institution in technology or related field.
 - Three years of progressively responsible experience in information technology/systems related field
- OR**
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- None

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited institution in technology or related field.

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
F	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet.
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction.
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
F	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the

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	ambient noise level.
<input type="checkbox"/> Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/> Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/> Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/> Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/> Respirator	The worker is required to wear a respirator.
<input checked="" type="checkbox"/> None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/> Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.