



NETWORK & DATA SYSTEMS TECHNOLOGY SUPERVISOR

Classified Management Salary Schedule

JOB SUMMARY:

Under supervision of the Director of Technology, the lead performs site and district network, data systems, and related technology maintenance; repair, modifications and installation of electrical and all electronic systems and equipment. This includes all types of computer hardware and software, printers, stored data information, electronic media, audio-visual and video monitoring systems, and data server equipment. The supervisor may direct and evaluate the work of other technology staff under the guidance of the Director of Technology.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

Must be able to perform the following:

- Maintain and upkeep all of the District's Technology needs.
- Creation of User accounts in any and all systems, including Activer Directory, Google, and UMRA management.
- Ordering and receiving inventory including asset tagging and tracking.
- Install video, Wi-Fi based systems, computer wiring or cables.
- Be able to successfully collaborate with staff and lead projects.

NETWORKING

- Install, configure, and maintain WAN, LAN, switches, routers, gateways, content filters, and firewalls.
- Maintain documentation of equipment installations (maps and equipment inventories).
- Install, configure, and maintain enterprise wireless systems, including physically mounting wireless access points when needed and managing wireless controllers.
- Maintain enterprise backup for District wide resources, including the backup and restore of user data and backup and restore of all servers.
- Maintain VoIP phone and voicemail system.

INFRASTRUCTURE/SERVER

- Install, configure and maintain Virtual Server environment, and cloud based backups.
- Install, configure, and maintain windows servers, used for infrastructure services such as Active Directory, DNS, DHCP, Radius, and Group Policy management.
- Maintain enterprise antivirus systems and other cyber security protocols..
- Maintain District website and social media as needed.
- Maintain Google infrastructure, including domain, chromebook, and apps management.

END USER SUPPORT

- Manage Google Workspace for Education for all staff and students.
- Support Windows PC, laptop, MACs and Chromebook.
- Manage SSO and 2FA for applications such as Google, Clever, Aeries.
- Support classroom management applications such as GoGuardian.
- Support helpdesk ticketing system such as Incident IQ.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install, maintain, and troubleshoot hardware and devices for WAN and LAN routing and switching.

- Install, maintain, and troubleshoot physical, virtual servers and backup appliances.
- Install, maintain, and troubleshoot hardware, including but not limited to the following: Desktops, laptops, printers, and other computer related devices, various types of projectors, and video distribution systems
- Install, maintain and troubleshoot software, including but not limited to the following: Windows, MAC, and Chromebook operating systems, SSO portals, education software and applications.
- Maintain inventory of spare parts; requisition parts and materials.
- Assist in planning the District's technology needs and roadmap for future expansions.
- Assists Schools in planning Technology needs for classrooms and programs.
- Other related duties.

QUALIFICATION GUIDELINES:

Knowledge of:

- Network-level protocols, software systems and infrastructure.
- Microsoft Active Directory and Google Workspace for Education.
- Computers, computer networks, sound systems, and audio visual equipment theory and techniques.
- Methods, materials, and terminology used in current technology.
- The principles of a classroom environment.

Ability to:

- Prepare, interpret, and work from wiring diagrams, schematics, drawings, and blueprints.
- Use tools and electronic testing equipment.
- Analyze equipment problems and determine necessary repairs.
- Follow verbal and written instructions.
- Prepare written reports.
- Train and provide work directions to others.
- Work cooperatively with others.
- Operate a motor vehicle.
- Access confined areas and exterior roof areas.

Education/Training/Experience:

Bachelor's degree in Computer Science, Information Systems, or related field from an accredited college or university. OR four or more years of increasingly responsible server and network administration experience in an enterprise level network operations center. Experience with both Windows and Mac operating systems required. Experience in a K-12 environment desirable.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary depending on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting or standing for extended periods of time, regularly required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently walk, stand, stoop or kneel, bend at the waist and reach above the shoulders. Lifting, pushing, pulling or carrying objects typically weighing up to 65 pounds may be required. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

Work Environment:

Employees work in both office and school settings, and may work without direct and/or constant supervision. Employees frequently drive to District sites to conduct work. Noise level in the work environment is usually moderate.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD: 12 months per year, 5 days per week, up to 8 hours per day