

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

Assistant Director of Technology & Information Services

SALARY SCHEDULE: ADMINISTRATIVE – D

COST CENTER: TELECOMMUNICATIONS AND NETWORK SYSTEMS (9060)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited Institution is preferred.
- (2) Minimum of three (3) years experience in systems administration.
- (3) Minimum of three (3) years experience in the operation of large network systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of telecommunications and security systems and infrastructure planning for, and operation of networks and all technology. Knowledge of Wide Area Network administration. Knowledge of computer applications and new technologies. Knowledge of local, state and federal rules related to assignment. Ability to plan, organize and prioritize assignments and activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director of Technology and Information Services

JOB GOAL

To assist the Director with administrative functions of the department to ensure that all computer-related services are maintained and operational to support District requirements.

SUPERVISES:

District Network Manager
 Communications Support Manager
 Technology Support Manager

PERFORMANCE RESPONSIBILITIES:

- * (1) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (2) Ensure that all networking hardware purchased meets District guidelines and standards.
- * (3) Procure networking equipment as required.
- * (4) Provide administration and supervision for all routers, configuration switches, multi-protocols and the interaction of environments.
- * (5) Provide administration and supervision with all servers, host machines, security and environment control.
- * (6) Create environments for special projects as required.
- * (7) Prepare specifications for equipment required for installation.
- * (8) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (9) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (10) Provide oversight and direction for cooperative planning with other agencies.
- * (11) Provide leadership and direction for the assigned areas of responsibility.
- * (12) Assist in the evaluation of new technical developments.
- * (13) Communicate effectively with staff and vendors.
- * (14) Work with vendors regarding maintenance agreements and new services.

ASSISTANT DIRECTOR OF TECHNOLOGY & INFORMATION SERVICES (Continued)

- * (15) Respond to inquiries or concerns in a timely manner.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (18) Disseminate information and current research to appropriate personnel.
- * (19) Keep well informed about current trends and best practices in areas of responsibility.
- * (20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (21) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (22) Promote and support professional growth for self and others.
- * (23) Maintain a network of peer contacts through professional organizations.
- * (24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Exercise proactive leadership in promoting the vision and mission of the District.
- * (27) Set high standards and expectations for self and others.
- * (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (29) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (30) Facilitate problem solving by individuals or groups.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (32) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities