

Union Public Schools Job Description

Position Title: Assistant Manager for Technology
Department: Information Technology
Reports To: Executive Director of Technology

FLSA Designation: Exempt

SUMMARY: Uses computers and related systems to design new IT solutions, modify, enhance or adapt existing systems and integrate new features or improvements, all with the aim of improving business efficiency and productivity.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Daily monitoring of network devices and servers to ensure daily routines are successfully completed.
- Sets-up and maintains all network and e-mail accounts.
- Works well with all members of the team.
- Maintains consistent and punctual attendance.
- Continually examines existing IT systems and business models;
- Analyze systems requirements;
- Determines requirements, designs, builds, tests, implements, maintains and enhances business systems
- Proactively analyzes, detects, identifies and corrects technical problems and deficiencies.
- Implement, configure and test feasible solutions
- Determines proper installation parameters for software and hardware, for smooth integration, transition and efficiency.
- Mapping and documenting interfaces between legacy and new systems;
- Conducting requirements analysis and preparing specific proposals for modified or replacement systems;
- Developing solutions and related products;
- Monitors and collects data on system performance.
- Plans, develops and implements backup and recovery procedures.
- Producing project feasibility and costings report;
- Presenting proposals to Executive Director of Technology;
- Overseeing implementation of a new system including data migration;
- Planning and working flexibly to deadlines;
- Supporting users on change control and system updates;
- Providing training and user manuals to users of a new system;
- Keeping up to date with technical and industry developments
- Defines application problem by conferring with clients; evaluating procedures and processes.
- Validates results by testing programs.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Ensures operation by training client personnel; providing support.

SUPERVISORY RESPONSIBILITIES: Responsible for ensuring all critical functions happen within the organization including supervision of other system analysts, site computer technicians, and other employees within the Technology department.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Should have a minimum of 7 years of technology experience with at least 5 years hands-on technical roles in the field and relies on experience and judgment to plan and accomplish goals.
- Extensive knowledge of data processing, hardware platforms, and enterprise software applications.
- Technical experience with systems networking, databases, Web development, and user support.
- Good background in Data Base design in Microsoft SQL and Access.
- Background in Microsoft .NET, Visual Basic, Excel, Word, Outlook and HTML.
- Good working knowledge skills with Microsoft Office Products, Microsoft Visio, and Microsoft Project.
- Strong project management skills with effective results focus within an information systems environment.
- Strong analytical and problem solving skills.
- Experience in the development and implementation of standards, procedures and guidelines to support operational processes.
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities;
- Proven ability to be flexible and work hard, both independently and in a team environment, in a high pressure on-call environment with changing priorities.
- Willingness to work occasionally outside of normal business hours.
- Excellent English oral and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend technical instructions, short correspondence and memos. Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to present information in one-on-one and group situations to staff members, Ability to fill out simple forms, Ability to speak effectively before staff members. Ability to write complex correspondence such as instructions on how to perform a software repair in response to an e-mail.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight measurements, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to plan and facilitate training sessions for staff members. Ability to perform duties with awareness of all District requirements and Board of

Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms and talk or hear. This job requires the use of hands and fingers to handle or feel objects, tools, or controls. Hand and finger dexterity for operating computer equipment and peripherals is required. The employee is occasionally required to lift and/or move up to 50 pounds, such as a Macintosh computer, a monitor, CPU or other related equipment. Ability to withstand long term use of Video Display Terminals is required. Specific vision abilities required by this job included close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee will work near or with electronic equipment.

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.