ASSISTANT DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work and administrative responsibility that involves assisting the Director of Management Information Systems (Schools) in planning, coordinating, implementing, managing, and maintaining personal computers and other state-of-the-art technology, and with the day-to-day management of the information systems. Training and supervision is exercised over technical employees. The work is performed under the general supervision of the Director of Management Information Systems (Schools). Does related work as required.

TYPICAL WORK ACTIVITIES:
Organizes and oversees portions of the installation, configuration, and maintenance of the district-wide information system and network including all Local Area Networks (LAN's), the Wide Area Network (WAN), Internet connections, all central computing systems, servers, applications, and all desktop systems and peripherals; Installs, configures and maintains the voice data and video networks; Oversees “Help Desk” facilities to assist users in troubleshooting problems with networks, servers, PC's, software, etc.; Institutes an ongoing schedule of preventative maintenance for the district's computer information systems; Oversees the maintenance of the inventory database for hardware and software; Plans, recruits and recommends hiring of personnel to maintain and further develop appropriate services and offer quality support to user departments; Trains groups of people on the technology; Assists the Director in the staffing, training, scheduling, supervision and evaluation of technical staff; Provides technical support, guidance and consultation to technicians and the school district in some of the following areas: support center, networking, telecommunications, technology certification, process improvement and/or infrastructure architecture related services; Recommends and implements solutions to monitor the performance of the district's computer systems; Performs appropriate capacity plan analysis on district hardware/software systems; Assists the Director in the development and administration of departmental goals and objectives; Manages the operation level troubleshooting activity, identifies cause of problems, and provides project management and supervisory experience in support of IT products; Ensures that appropriate systems security policies and procedures are developed, maintained and followed; Ensures that appropriate system contingency planning is in place for potential disaster recovery purposes; Attends conferences and meetings in the absence of the Director; Assists in budget preparation by researching costs and information on the latest technology hardware and software.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles, practices, methods and techniques of a distributed network environment; good knowledge of the capabilities, application, and operation of a variety of hardware, software, and related state-of-the-art technology; good knowledge of the principles and practices of systems analysis; ability to understand and interpret manuals and other technical material pertaining to information systems and networks; ability to formulate, transmit, understand and carry out complex oral and written instructions; ability to plan, organize and supervise the work of employees; ability to train equipment and software users; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, staff and elected officials.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Computer Science, Business Administration, or related curriculum; and five (5) years of professional experience maintaining or managing Local Area and Wide Area Networks that involved Transmission Control Protocol/Internet Protocol (TCP/IP) and Microsoft Local Area Network products, two (2) years of which must have substantially (more than one-third of time) involved administrative and/or management duties.

NOTES:
1. Two (2) additional years of work experience implementing administrative and/or instructional technology projects may be substituted for the specialized Bachelor's degree*; or

2. Fifteen (15) credit hours of computer and/or business administration courses and one additional year of work experience implementing administrative and/or instructional technology projects may be substituted for the specialized Bachelor's degree*.

3. Microsoft Certified Systems Engineer (MCSE) certification may be substituted for three (3) years of the professional experience maintaining or managing Local Area and Wide Area Networks that involved Transmission Control Protocol/Internet Protocol (TCP/IP) and Microsoft Local Area Network products.

*The individual must still have a Bachelor's degree