Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Must reside within 45-minutes of the GUSD Administration Office
Information Technology Experience Required

Position: Information Technology Supervisor (Exempt Position, Supervisory)

Site Location: GUSD Administration Office (Annex 1) – 7810 Arroyo Circle – Gilroy
(Will travel to all school sites within GUSD)

Starting Date: Negotiable

Work Year: 12 months

Hours: 8:00 am – 5:00 pm, Monday – Fridays (*Note*: *will be required to monitor computer network as scheduled on evenings and weekends on a rotation bases as coordinated by the Director of Technology*)

Compensation:

Yearly Salary (salary placement contingent upon experience):

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Yearly	Yearly	Yearly	Yearly	Yearly	Yearly
$75,817	**$81,364**	**$84,725**	**$89,236**	**$93,647**	**$98,116**
Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
$6,318.05	**$6,780.37**	**$7,060.44**	**$7,436.31**	**$7,803.94**	**$8,176.32**

Monthly Mileage Stipend: $200
Vacation: 20 days per year / Holidays: 17 days per year

Probationary Period: 12 months

Health Benefits: CalPERS health benefits, Delta Dental and Vision Service Plan coverage available with $100,000 life insurance coverage.   Benefit information posted on GUSD web Site.

Supervisor: Director of Technology and/or Designee which may include the Assistant Superintendent/CBO

To Apply: Submit a letter of intent, completed application form, resume, copy of degree and course work in the area of technology, and three current letters (one letter from current Supervisor) of reference by submitting on-line through EdJoin database (www.edjoin.org).   Incomplete applications or applications not submitted through EdJoin *will not* be considered.

Deadline to apply: Open Until Filled (*applications reviewed daily*)

Job Description – Information Technology Supervisor

Basic Functions: Under the direction of the Director of Technology and/or Designee assists in the planning, organization and administration of the Information Technology Department.   This includes planning, organizing, coordinating and managing all the District's Wide Area Networks (WAN) and Local Area Networks (LAN) throughout Gilroy Unified School District.   This includes the supervision of staff assigned to both the Information Technology Department and designated established technology positions assigned to school sites throughout the District.

Implements and maintains computer environment by defining and identifying network and systems problems and requirements; designing and developing system standards and solutions; installing approved upgrades; monitoring network performance.   Protects and secures computer and network assets by establishing and enforcing system access controls for all users districtwide.

The classification of Information Technology Supervisor is distinguished from the position of Director of Technology who administers and oversees the information technology functions by providing overall leadership and vision including the development and achievement of short and long-term goals relating to technology districtwide.

Typical Duties:

- Assists and monitors the installation and support of LANs, WANs, network segments, Internet, and intranet systems and other approved hardware and software districtwide
- Monitors networks to ensure security and availability to specific and designated users
- Evaluates and modifies all technology system's performance
- Assists and monitors staff in making sure that user needs and problems are handled in a timely and efficient manner
- Assists and ensures that the network and system requirements are operational and upgraded
- Assists and maintains the integrity of the networks, server deployment, and security of all assigned systems
- Assists in ensuring network connectivity throughout the District's LAN/WAN infrastructures is operational with all established guidelines and protocols
- Assigns routing protocols and routing table configurations districtwide
- Assigns configuration of authentication and authorization of directory services districtwide
- Establishes network by evaluating network performance issues including availability, utilization, latency, and security; planning and executing the selection, installation, configuration and testing of equipment; defining network policies and procedures; establishing connections and firewalls
- Monitors and maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor, and test for weaknesses making sure the network is operational at all times
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation
- Prepares all level users by designing and conducting training programs; providing references and support
- Assists with the network upgrades by conferring with staff; vendors; developing, testing, evaluating, and installing enhancements
- Monitors all district user accounts, permissions and passwords
- Participates in the development and implementation of policies and procedures to ensure software compliance
- Meets and maintains financial requirements by submitting information for budgets and assists with monitoring designated budgets

- Ensures authorized access according to established protocols and procedures; investigating and reporting to Director of Technology any improper access; providing necessary documentation
- Establishes and monitors computer and terminal security and access by developing standards, policies and procedures under the direction of the Director of Technology
- Safeguards computer files by performing regular backups; developing procedures for source code management and disaster preparedness; recommending improvements
- Provides security awareness for all users, which includes orientation, educational programs and on-going communication districtwide
- Assists and/or evaluates designated department staff
- Performs other related duties as required

Minimum Qualifications:
- Proven experience in a network administrator role
- Verified hands on experience with networks, routing and switching systems
- Knowledge of best practices around management, control, and monitoring of service infrastructure
- Knowledge of firewalls, VPS's implementation, troubleshooting, and problem resolution
- Knowledge of backup and recovery software and methodologies
- Knowledge of LAN, WAN, Network design and implementation
- Experience supervising and evaluating staff
- Ability to handle multiple projects with accuracy and efficiency
- Ability to communicate tactfully and effectively in English, orally and in writing
- Ability to maintain current in technology, hardware and software relevant to a school district environment
- Ability to establish and maintain friendly and cooperative relationships using tact and good judgment in dealing with staff, school and department users, the public and outside vendors
- Ability to work independently, exercise initiative and good judgement
- Ability to multi-task, function in a fast-paced environment with frequent changes
- Remain calm and pleasant under stressful situations

Education: Graduation from a recognized college or university with a bachelor's degree in Computer Science or related field. Also current coursework /training in Microsoft, Google and CISCO programs and systems.

Experience: At least five (5) years' experience with network administration and data center operations within a multiplatform server environment with diverse application development and implementation of related infrastructure.

Physical Requirements:
- Ability to lift and carry equipment and supplies weighing up to 50 pounds on a routine basis and occasionally lift and carry equipment and supplies weighting up to 90 pounds
- Ability to bend, crouch, kneel, crawl, twist, stoop in confined spaces while installing computer equipment or cables
- Ability to push and pull equipment and cables, reaching in all directions
- Ability to work from ladders and scaffolds, or heights
- Ability to sit for extended periods of time
- Ability to stand for long periods of time
- Ability to see and read with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so other will clearly understand normal conversation

- Physical dexterity, with ability to operate computer keyboard and other office machines
- Ability to reach in all directions

Work Environment:
Employees in this position will be required to work indoors in a standard office environment, travel by motor vehicle outdoors in varying degrees of temperatures; and come in direct contact with district staff and the public.

Use of Vehicle:
Possession of valid California Driver's License
Proof of valid insurance
Paid monthly mileage stipend for use of vehicle within GUSD boundaries

Employment Clearance: Ability to obtain a fingerprint clearance from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) as required by employment of school district.