



Date: October 4, 2017

Human Resources

7165 Burton Avenue
Rohnert Park, CA 94928
Phone: (707) 792-4720
Fax: (707) 792-4585

Hours of Operation

Monday – Friday
8:00am – 4:30pm

Please visit www.CRPUSD.org
for more information about
employment opportunities.

Employment Requirements:

- Fingerprinting
- Tuberculosis Test
- Mandated Reporter Training

Where Applicable:

- Post Offer/ Pre-Employment
Physical (POPP)

The Cotati-Rohnert Park Unified
School District is an Equal
Opportunity Employer.

Invitations for interviews will be
extended to those candidates
who appear the most qualified
for this position on the basis of
the material presented.

NOTE: Application material(s)
submitted for the designated
position listed on this vacancy
announcement becomes the
property of the district upon
receipt and cannot be returned,
released or duplicated.

INSIDE/OUTSIDE MANAGEMENT OPPORTUNITY

Position:	Information Technology Supervisor 1.0 FTE
Salary:	Placement on Management Salary Schedule \$77,089- \$93,814 per year (depending on experience)
Benefits:	Family Medical, Dental, Vision, & Life <i>District contribution towards health benefits is over \$19,000 per year</i>
Work Year:	261 Days
Application Procedure:	Submit to Lisa Barbata in Human Resources District Employees 1. Letter of Intent Outside Applicants 1. Cover Letter 2. Resume 3. District Employment Application 4. Letter(s) of Recommendation

DEADLINE: OPEN UNTIL FILLED

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

Job Description

Informational Technology Supervisor

<u>Classification:</u>	Classified Management
<u>Reports to:</u>	Executive Director of Facilities, Maintenance and Operations
<u>Work Year:</u>	261 days
<u>Salary Range:</u>	Range 6 Classified Management Salary Schedule

Brief Description of the Position:

Under the direction of the Executive Director of Facilities, Maintenance and Operations, the IT **Supervisor** is responsible for supervising all phases of district technology operations with a focus on technical support and network services; managing and planning data and voice networks (wired and wireless), desktops, laptops, mobile devices and server infrastructure, and coordinating assigned activities with other departments and outside agencies. This is a supervisory position responsible for the performance and work activities of assigned technology personnel.

Major Duties and Responsibilities

- Manage, plan, and supervise wired and wireless data and voice networks, desktop computers, laptops, mobile devices, Chromebooks, servers, printers, and applications
- Supervise, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels
- Review, investigate, evaluate and select new technologies for current and future instructional and business needs
- Resolve difficult and complex problems with application, computer, server and network infrastructure and print devices through on-site analysis and effective utilization of technical staff and coordination with other district staff and vendors
- Select, train and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures
- Create and enforce security standards.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations
- Other duties as assigned

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

Knowledge of:

- Principles, practices methods, and techniques of technology systems management
- Principles and practices of operating systems and desktop software such as the Microsoft Office Suite
- Desktop computers, tablets, laptops, Chromebooks, mobile devices, print devices and related security administration
- Cisco data network design and operation to include routing, switching and security.
- Cisco voice network design and operation.
- Data and voice networking protocols including IP addressing.
- Windows server operating systems, file systems, and associated protocols, DHCP, DNS, SMB, NFS, NTFS, etc.
- VMWare or HyperV
- Principles of supervision, training and performance evaluation

Ability to:

- Oversee and manage operating systems, computers, tablets, laptops, Chromebooks, servers, print devices, Windows servers, virtual servers and Cisco voice and data networks
- Select, supervise, train, evaluate and review work of assigned project staff
- Manage multiple large scale complex projects; serve as project manager on large implementation and analysis projects
- Evaluate business and educational requirements and implement information technology solutions
- Perform highly complex systems analysis duties
- Design, configure, and test hardware and software problems; troubleshoot highly complex hardware and software
- Research and evaluate new technology in assigned area of responsibility
- Troubleshoot and diagnose operational problems and articulate resolutions
- Participate in the development and administration of goals, objectives, and procedures Prepare clear and concise reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply federal, state and local laws, codes and regulations.

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

Education and Experience:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in a computer-related field
- Additional years of qualifying experience may be substituted for education requirements
- A minimum of four years of progressively responsible experience in supporting and managing data networks, VoIP, operating systems, desktop computers, tablets, laptops, servers and virtual appliances, with at least two years in a supervisory capacity.

Licenses and Other Requirements

Essential duties require, but are not limited to the following physical abilities (consideration will be given to reasonable accommodation, with or without the use of aids):

- Valid California Driver's License
- Sufficient vision to read printed materials and video display screens
- Sufficient mobility to stoop, reach and move about
- Ability to lift computer and related equipment
- Capability to work with numerous interruptions
- Employment eligibility that may include fingerprints, TB and/or other employment clearance

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION NOTICE	AVISO DE NO-DISCRIMINACIÓN
<p>The Cotati-Rohnert Park Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religious creed, gender, sex, sexual orientation, or age, or mental or physical disability, or the perception of one or more of such characteristics, in any of its policies, procedures or practices, nor does it condone such conduct by its officers, employees, agents, or students. This policy is adopted in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title VII of the Civil Rights Act of 1974 (pertaining to race, color, sex, including sexual harassment, age and national origin). Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age) and California Government Code Section 12940 and California Education Code Section 220 (pertaining to sexual orientation). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including Career/Technical Education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:</p>	<p>El Distrito Escolar Unificado de Cotati-Rohnert Park no discrimina debido a raza, color, origen nacional, identificación con grupo étnico, ascendencia, credo religioso, género, sexo, orientación sexual, o edad, o discapacidad mental o física, o la percepción de una o más de tales características, en ninguna de sus políticas, procedimientos y practicas, ni consiente tal conducta por sus oficiales, empleados, agentes, o estudiantes. Esta política se adoptó según el Título VI del Acto de Derechos Civiles de 1964 (relacionado a la raza, color, y origen nacional), el Título VII del Acto de Derechos Civiles de 1974 (relacionado a la raza, color, sexo, incluso el hostigamiento sexual, edad y origen nacional), el Título IX de las Enmiendas de Educación de 1972 (relacionado al sexo), la Sección 504 del Acto de Rehabilitación de 1973 (relacionado a las discapacidades), el Acto de Discriminación de Edad de 1975 (relacionado a edad) y la Sección 12940 del Código Gubernamental de California y Sección 220 del Código de Educación de California (relacionado a orientación sexual). Esta política de no-discriminación comprende la admisión y acceso a, y el tratamiento y empleo en, los programas y actividades del Distrito, incluso la educación técnica profesional (<i>Career/Technical Education</i>). Si tiene preguntas acerca de las políticas de igualdad de oportunidad, la presentación de quejas, o para pedir una copia de los procedimientos para presentar una queja relacionada a la discriminación comuníquese con:</p>
<p>Julie Synyard, Title IX and Section 504 Coordinator 7165 Burton Avenue Rohnert Park, CA 94928 (707) 792-4708</p>	
<p>The Cotati-Rohnert Park Unified School District recognizes its obligation to provide overall program accessibility throughout the District for disabled persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.</p> <p>Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:</p>	<p>El Distrito Escolar Unificado de Cotati-Rohnert Park reconoce su obligación de ofrecer a personas discapacitadas acceso al programa en su totalidad a través del Distrito. Comuníquese con el Coordinador de Sección 504 para obtener información sobre la existencia y lugar de servicios, actividades y lugares disponibles y accesibles a las personas con incapacidades.</p> <p>Para preguntas sobre las leyes y regulaciones federales acerca de la no-discriminación en la educación o el cumplimiento con dichas provisiones por el Distrito comuníquese con:</p>
<p>Office for Civil Rights U.S. Department of Education 50 Beale Street, Suite 7200 San Francisco, CA 94105 Telephone: (415) 486-5555 Fax: (415) 486-5570 TTY (877) 521-2172</p>	