

LAN MANAGER INFORMATION TECHNOLOGY

JOB SUMMARY

Under the supervision of the Chief Technology Officer, provide highly responsible management and leadership skills to plan, organize, control and direct the activities required of the internal Information Technology staff for the support of a complex technical infrastructure used by the Kings County Office of Education (KCOE) and external clients.

REQUIRED QUALIFICATIONS

Knowledge of:

Proper English usage, grammar, vocabulary, spelling and punctuation;

Current technologies involving applications, hardware and software solutions, server systems, routers, switches, wiring standards, circuits, security designs, network components and equipment, and communication towers;

Current client/server technologies and security methods including virtual infrastructure and cloud-based services;

Current budgeting best practices including calculating ROI and TCO on various products and projects;

Accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in an outdoor environment.

Ability to:

Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work;

Clearly communicate in oral and written form, in both technical and non-technical terms, in person, over the telephone, or in a group setting;

Supervise and evaluate staff, and coordinate, assign and control work assignments;

Manage and prioritize multiple activities;

Manage, monitor, evaluate and effectively implement client/server infrastructure needed to meet the needs of local and statewide clients;

Direct and manage the maintenance and support of the client/server technology for KCOE;

Analyze informational requirements and needs of complex systems, identify problems, research and examine alternatives, develop logical conclusions, recommend effective solutions, design and implement procedures;

Work, independently and with other technical personnel, on highly sophisticated projects to produce accurate products in a timely manner, which meet the needs of the end users, and track multiple projects;

Create and compile reports for submission and/or personal presentation to KCOE, local and statewide clients;

Develop and manage department budgets;

Provide assistance to technology personnel within the county;

Work cooperatively with technology personnel in surrounding counties;

Provide recommendations to district technology staff on current technologies;

Implement client/server security policies in accordance with currently available best practices;

Be flexible and receptive to change;

Attend in-service training, conferences and meetings, as needed.

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Education and Experience:

A BS degree in Computer Information Systems, Computer Science, or a closely related field is required. A valid California CTO Mentor Program completion certificate may substitute for the BS degree. Five years of increasingly responsible experience in an Information Technology department managing complex client server environments.

License, Certificate and Testing Requirements:

Possess a valid California driver license and maintain insurability. Must be able to provide your own reliable transportation to work sites within Kings County.

ESSENTIAL DUTIES

- Plan, organize, control, schedule, conduct and direct the activities and operations of the Information Technology department staff assigned to create, install, maintain, analyze, configure, troubleshoot, upgrade, replace and support a client/server infrastructure that will effectively meet the needs of the organization;
- Select, supervise, train, direct, assign and evaluate staff members;
- Provide leadership and direction in the selection, implementation and use of various technologies used to provide service to clients;
- Create, analyze, interpret and modify client and server security policies to maintain current best practices for data security;
- Serve as a liaison for local, regional, state or national committee’s, events and activities;
- Communicate and confer with administrators, staff, client school district technology personnel and outside agencies to ascertain needs, coordinate technical services, resolve issues, exchange information, and provide assistance;
- Serve as a primary resource to provide technical expertise in assigned area(s), confer with end-users, report to supervisors, and train, direct, motivate and evaluate assigned staff;
- Prepare cost estimates, monitor and update assigned budget on information technology activities and projects;
- Attend regular meetings, in-services, conferences and trainings;
- Perform other related duties, as assigned.

SUMMARY OF PHYSICAL DEMANDS RATINGS

Incorporated within one or more of the previously mentioned essential duties of this job description are the following essential physical requirements. The following analysis entails an evaluation of the physical demands factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key

NP = Not Present - Does not exist	O = Occasionally - Up to 1/3 of the time
F = Frequently – From 1/3 to 2/3 of the time	C = Constantly - 2/3 or more of the time

- 1. **STRENGTH:**
 - A. Standing 15 % of time
 - Walking 25 % of time
 - Sitting 60 % of time

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|----|---|----|---------|
| | B. Lifting | O | 40 lbs. |
| | Carrying | O | 40 lbs. |
| | Pushing | O | 40 lbs. |
| | Pulling | O | 40 lbs. |
| 2. | CLIMBING | NP | |
| | BALANCING | NP | |
| 3. | STOOPING | O | |
| | KNEELING | O | |
| | CROUCHING | O | |
| | CRAWLING | O | |
| 4. | REACHING | F | |
| | HANDLING | F | |
| | FINGERING | F | |
| | FEELING | F | |
| 5. | TALKING: | | |
| | Ordinary | C | |
| | Other | O | |
| | HEARING: | | |
| | Conversations | C | |
| | Other Sounds | O | |
| 6. | SEEING: | | |
| | Acuity, Near | C | |
| | Acuity, Far | O | |
| | Depth Perception | O | |
| | Accommodation | O | |
| | Color Vision | O | |
| | Field of Vision | O | |
| 7. | PHYSICAL DEMANDS RATING SUMMARY: (1) 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses). | | |
| 8. | PHYSICAL DEMAND COMMENTS: Examples of significant physical abilities associated with “Strength” are extended periods of sitting or standing; “Lifting/Carrying/Pushing/Pulling” are computer equipment; “Stooping/Kneeling” are low file cabinet drawers, computer equipment; “Reaching/Handling/Fingering/Feeling” are files, notebooks, computer keyboard and office equipment; “Talking/Hearing” are normal office noises and conversations, speaking in person/on telephone, and computer equipment; “Seeing/Visual Acuity” are reading forms, documents, computer monitor. | | |

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SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the job environment
O = Occasionally - Up to 1/3 of the time
C = Constantly - 2/3 or more of the time

S = Seldom – Under 5% of the work day
F = Frequently – From 1/3 to 2/3 of the time

1. ENVIRONMENT:

Inside 95 %
Outside 5 %

2. EXTREME COLD NP
EXTREME HEAT NP
WET/HUMID NP

3. NOISE 120 Decibels
VIBRATION NP
Comments regarding “Noise” = computer equipment.

4. HAZARDS:

Mechanical S
Explosives NP
Electrical S
Radiant Energy NP
Burns NP
Other Hazard/s NP

Comments regarding “Mechanical Hazards and Electrical Hazards” = computer equipment, electrical outlets.

5. ATMOSPHERIC CONDITIONS:

Fumes NP
Mists NP
Odors NP
Gases NP
Dusts NP
Poor Ventilation O
Other Hazard/s NP

Comments regarding “Poor Ventilation” = not a problem if window is open or if fan is on.

6. PROTECTIVE CLOTHING – DEVICES: None.

7. E.C. SUMMARY: Inside Work 2 (3) (4) 5 Numbers contained in parentheses indicate significant involvement of factors enumerated and rated above.

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OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.