

**SENIOR TECHNOLOGY SYSTEMS ENGINEER**

**Salary Grade 30**

**DEFINITION**

Under the direction of the Director of Information Services, the incumbent in this position will assist and participate in maintaining, implementing, and modifying technological systems in conjunction with the Saugus Union School District Information Services and Technology Department. Provides systems level engineering support, software design, development, and implementation support, and advanced technical support for users of the technology systems throughout the District; assists with project planning, management, installation, and maintenance of District systems requiring advanced technical skills and experience.

**EXAMPLES OF DUTIES**

- Monitor, operate, maintain, and enhance moderately complex technology systems with different and distinct platforms.
- Provide technical assistance to users; escalate and coordinate problem resolution activities; consult on feasibility, costs and benefits of additions or enhancements; perform help-desk functions.
- Serve as liaison between Technology Services and administrative or instructional departments, school sites, and external offices; collaborate with district members for implementation or development of complex and intra-departmental systems.
- Research, analyze and test systems and software for compatibility and capability to specific job applications and assignments; recommend hardware and software purchases.
- Lead the implementation of technology projects, advanced systems and services; design, maintain, and document programs and procedures related to the use and enhancement of technology systems and services.
- Serve as primary support provider and expert on the detailed functions, data structure and usage of technology systems and services.
- Design, develop, code, and maintain a variety of District web sites, database systems, and software applications; supply assistance with individual and departmental sites, systems, and software; provide continuing enhancement to existing systems.
- Research and analyze data; compile, tabulate and generate reports; document procedures and programs; develop written and digital help materials.
- Work independently at a highly technical level through all phases of applications systems analysis, design, programming, testing and maintenance.
- Maintains a variety of records including, but not limited to, inventories of office automation hardware and software
- Develops and maintains good working relationships with all computer system users
- Develops and maintains adequate safety standards for self and staff
- Performs other related duties as assigned

**QUALIFICATIONS GUIDE**

**Knowledge of**

- Principles and practices of advanced systems administration, applicable to assigned responsibilities
- Principles, methods and techniques of systems analysis, design, life cycle, development methodologies and tools
- Current and emerging Internet/Intranet technologies and associated products
- Principles, methods, and techniques in web site architecture and design; standard web programming and graphics mark-up languages
- Principles and practices of network security protocols
- Principles and practices of applications database design and development
- Oral and written communication skills
- Interpersonal relations skills using tact, patience and courtesy

**Ability to:**

- Operate various office machines, computer systems, and software applications
- Install, repair and replace computer hardware and software
- Understand and apply software instructions
- Train personnel
- Prepare and maintain a regular schedule
- Organize complex material and summarize in report form
- Work independently with little direction
- Analyze problems accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Establish and maintain effective working relationships
- Maintain records and prepare reports
- Meet schedules and timelines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Attend meetings, conferences and workshops

**Training and Experience:**

- Bachelor's Degree
- Three (3) or more years directly related experience in computer hardware, software evaluation and selection, systems design, programming, implementation; and end user support and instruction
- Experience with Apple, Microsoft, Linux, and open source.

- Major Linux/Open-Source software certification and experience on a major technology project team is preferred.

**License**

Possession of a valid California Driver's license and the ability to qualify for district vehicle insurance coverage.

**Physical**

Good physical condition; able to pass required district physical.

**ESSENTIAL JOB FUNCTIONS**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to stand and walk on hard flooring for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 35 pounds frequently and 75 pounds occasionally
- Able to carry up to 35 pounds frequently and 75 pounds occasionally
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*