

South Coast Education Service District

Position Description

Position: **Systems Manager**
Department: Administration
Program: Technology Services Program
Supervised by: Superintendent or Designee
Supervises: 1.0 to 2.0 FTE



JOB CHARACTERISTICS/EXPECTATIONS:

To perform a variety of duties (including but not limited to job tasks involving SCESD computer network systems, desktop/laptop/ phone/voicemail system maintenance, technical assistance to Districts and the ESD, supervision of SCESD technology staff, SCESD website maintenance) in order to best provide support for the educational development and enrichment of all educational staff and all students through effective leadership, technology supervision, and implementation of best practices in information technology.

ESSENTIAL FUNCTIONS:

1. Provides technology leadership and administration of the South Coast Education Service District (SCESD)
2. Gathers and analyzes initial information to gain full understanding of existing computer system operations; defines problems in developing new or improved systems; develops a recommendation of solutions or alternatives.
3. Documents fact-finding and system study results; Prepares formal presentations of findings, recommendations, and specifications in written and/or oral reports.
4. Monitors Local and Wide area network; troubleshoots and resolves network problems for Internet consortium; Builds and maintains Local and Wide area servers for both Internet consortium and SCESD.
5. Maintains SCESD purchased desktop/laptop computers.
6. Maintains updates of the SCESD phone/voice mail system.
7. Works closely with program administrators of ESD to enhance student learning/instruction via technology systems (assistive technology, curriculum support, etc.).
8. Responsible for the design and updating of the SCESD website, including graphics, animation, information, and functionality.
9. Supports and collaborates with designated program staff regarding network computer systems, technology, and the website.
10. Acts as the liaison between the technology department and the SCESD Management Team.
11. Supervises staff assigned to the department.
12. Supports ESD personnel in learning new technologies.
13. Prepares system specifications, requirements and clarifies needs.
14. Assists with and maintains SCESD's computer and technology policies; prepares or supervises the preparation of complete procedure manuals and operational documentation for new systems.
15. Evaluates, modifies, and combines existing computer programs to increase system efficiency consistent with system requirements and equipment configuration (includes software updates and installations)
16. Coordinates technology department projects.
17. Assumes responsibility for an assigned system project from the statement of the problem to the delivery and implementation of the solution.
18. Provides oversight to technology budget(s) in collaboration with the SCESD Business Manager.
19. Prepares detailed system cost and equipment projections including hardware, software, and network requirements.
20. Coordinates work with department secretary to process orders, cost projections, and billing.
21. Travels to local school districts as necessary within the technology contract to complete tasks.
22. Performs related duties consistent with job description and assignment.
23. Maintains regular attendance so as to preserve the continuity of service delivery for the program.
24. Performs duties in a manner reasonably expected and generally recognized by the profession.
25. Meets standards for competent and ethical performance as outlined in OAR 584-020-0035.
26. Performs other duties as assigned by director and superintendent.

27. Expected to follow the South Coast ESD Values Statements as stated in employee handbook.

EDUCATION/CERTIFICATION:

- Four year college degree desirable (Bachelor’s degree in a related field)
- Prefer minimum of 5 years experience as a network administrator in Local/Wide area network configuration including but not limited to routers, switches, wireless servers.
- Microsoft Certified Systems Administrator (MCSA) certification desirable.

QUALIFICATIONS (Essential Functions):

1. Ability to demonstrate:
 - Quality customer service skills
 - Clear communication skills (clearly and concisely, both orally and in writing)
 - Harmonious collaboration with staff, students, colleagues, and the public to establish and maintain effective working relationships with those contacted in the course of work.
 - Leadership and management skills related to supervising staff
2. In depth training and experience in
 - Computer network and networking systems
 - Setting up network servers, preferably, but not limited to Novell, Windows NT and Unix as well as setting up wireless network systems
 - Phone systems and computer inter and intra networks.
3. In depth knowledge of
 - DOS, Windows and Apple Computer operating systems.
 - Novell and other network systems.
4. Prefer candidate who has an interest or knowledge of use of technology as a tool for education/instruction.
5. Ability to:
 - Type, file and keep accurate records.
 - Organize and coordinate projects.
 - Interpret and explain technical data to others.
 - Train staff as necessary.
 - Work flexible hours as necessary.
6. Knowledge of principles and practices of computer systems and computer programming.
7. Valid Oregon driver's license and appropriate automobile insurance.
8. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

WORKING CONDITIONS:

Must be physically able to lift 50 pounds; climb ladders for roof/attic wiring installation; work in small, confined areas.

TERMS OF EMPLOYMENT:

12 months

I have read and understand all of the above. I have reviewed the job functions, standards, and qualifications for which I am responsible with my director/supervisor and understand that I must meet these each evaluation period to be recommended to be rehired for the next school year.

Printed name of Employee

Signature of Employee

Date

Signature of Director/Supervisor

Date

NOTE: Please sign and return the original to the Administration office.
Rev: 3/19