

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Distributed Systems / Electronics Technician Supervisor

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent and/or a Vocational Certificate in electronics and computers;
2. Possess a Bachelor's Degree from an accredited institution in Information Science or related technology field.
3. Possess at least five (5) years experience with the District electronics/telecommunications systems.
4. Preference given to those with in-field work experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer hardware and software used to accomplish instructional and administrative goals. Ability to plan for new technology systems. Ability to develop and present ongoing training and staff development as it relates to technology. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools and other departments. Ability to communicate effectively both orally and in writing. Ability to be productive in varied working environments. Ability to work as a member of a cooperative team. Demonstrated leadership ability and loyalty.

REPORTS TO: Director of Technology Services

JOB GOAL

To provide leadership for the service, consultation and repair for technology and telecommunication systems of the District.

SUPERVISES: Distributed Systems / Electronics Technicians

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assess needs and set goals for the Management Information Systems (MIS) technicians.
2. Communicate work schedules and monitor progress.
3. Perform repairs, maintenance, enhancements or service to telecommunication systems throughout the District.
4. Install software, hardware and peripherals to perform successfully for desired use.
5. Install and provide in-field technical assistance for networked systems, including administrative site consultation and support services.
6. Assist in the development of technical documentation, flow charts and schematic drawings of hardware hook-ups, network wiring, and capacity.
7. Research and assist in the development of a vendor or product listing for services, parts and/or other technology related purchases.
8. Assist in maintaining telecommunication systems integrity by promoting appropriate license and use for software and networked systems.
9. Troubleshoot connectivity problems in telecommunication systems.

3-12a

10. Analyze, plan and install cabling and infrastructure for telecommunication systems.

Inter / Intra-agency Communication and Delivery

11. Meet regularly with supervisor to review progress and set goals for MIS technical support.
12. Communicate effectively with staff and vendors.
13. Keep supervisor informed of potential problems or unusual events.
14. Respond to inquiries and concerns in a timely manner.
15. Serve as a consultant for administrative decision-making teams in the area of technology and telecommunications systems.
16. Supervise and monitor fund expenditures in the area of technology and telecommunications systems.
17. Develop implementation procedures for the achievement of priority goals.
18. Assist with the bid, evaluation and purchase of materials, supplies and equipment for the assigned areas.

Employee Qualities/Responsibilities

19. Keep abreast of improvements and new technology in the field of telecommunications.
20. Participate in workshops and training sessions as required.
21. Coordinate training / updating of skills of assigned personnel.
22. Model and maintain high ethical standards.
23. Demonstrate initiative in the performance of assigned responsibilities.
24. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

System Support

25. Prepare all required reports and maintain all appropriate records.
26. Follow all School Board policies, rules and regulations.
27. Exhibit interpersonal skills to work as an effective team member.
28. Demonstrate support for the School District and its goals and objectives.
29. Maintain confidentiality regarding school matters.
30. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
31. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 40, Level VIII