

# LYON COUNTY SCHOOL DISTRICT-HR Department

## Information Technology Manager

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**Job Group:** Administration

**Classification:** Administration

**Terms of Employment:** Defined in Manager Employment Agreement

**FLSA Status:** EXEMPT

**POSITION SUMMARY:** This position oversees the Information Technology Department and is responsible for leading District-wide technology implementation efforts. Plans and implements the objectives of the information technology needs of the district to ensure the technology capabilities are responsive to the needs of the district's growth and objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversee and manage the duties and responsibilities of employees in the Information Technology Department. Including but not limited to the planning, coordinating, and reviewing the work plan for technology staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff and identify and resolve problems.
2. Advises and makes recommendations to the Executive Cabinet on technology and security enhancements and solutions.
3. Ensures the technology disaster recovery plan is updated and aligns with the needs of the district.
4. Accommodate the Human Resources department as required with investigations and other confidential matters.
5. Oversee the management of the District's entire network including hardware and software
6. Develop implement goals, objectives, policies, and priorities for district programs; recommend and administer policies, standards and procedures
7. Write, coordinate and manage infrastructure grants available to Lyon County School District from various state, federal and non-governmental entities including, but not limited to: E-rate, State SB Grants, and Title IID.
8. Communicate information between the Information Technology Department and all other District personnel.
9. Attend Management and Board of Trustee meetings as directed.
10. Organize and conduct IT Staff meetings (including all contracted vendors) weekly
11. Develop a comprehensive training schedule and conduct IT Staff trainings once per month
12. Serve as the liaison for all other district wide departments and school sites and assist with their Information Technology needs.
13. Develop, and assist sites with all Hardware, Software, and Audio Enhancement projects Develop, manage, approve, and share with the Director of Operations a 5-year district wide technology purchase plan including but not limited to, equipment, materials, supplies, chromebooks, teacher devices, switches, cameras, audio enhancement, servers, site labs, etc.
14. Maintain access list for site web pages
15. Evaluates Information Technology staff
16. Performs and participates in other related duties as assigned by the Director of Operations or their designee

## **POSITION EXPECTATIONS:**

### **Knowledge and Abilities:**

1. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
2. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
3. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
4. Skill in dealing with professionals in the Lyon County School District and the public.
5. Effective communication, collaborative, and interpersonal skills.
6. Excellent verbal, written, computer, and presentation skills.
7. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, and community members.
8. Effective skills in planning, organizing, project management, and coordinating activities.
9. Interpersonal skills using tact, patience, and courtesy.
10. Understand and carry out moderately complex written and oral instructions

### **POSITION REQUIREMENTS: Education and Training:**

1. A Bachelor's Degree from an accredited college or university in a related field (i.e., computer science, management information systems, business administration), and at least six (6) years' IT experience or four (4) years of experience in a supervisory capacity in/of an IT, MIS or similar position
2. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
3. Knowledge of Apple IOS, Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

### **Licenses and Certifications:**

1. Employees must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of four (4) years' experience in network administration and commitment to gain certifications within the probationary period.
2. Project + preferred
3. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

### **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:** Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIRMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				

High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination			X	
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_