

Determines and coordinates the sharing of leveraged resources among projects. Anticipate necessary modifications and upgrades over span of project life.	W	10
Provide strategic planning support to the helpdesk manager, student data manager, and CIO. Provide active and engaged leadership in the IT infrastructure space with respect to architecture, operations, project work. Develop communications strategies around projects, issues, and district priorities under guidance from IT leadership and in concert with District Communications.	W	15
Secures needed approvals on requirements and proposed solutions and deliver on cross functional projects and commitments	W	5
Maintain external district and professional relationships with vendors, other governmental entities, law enforcement, and professional organizations to ensure that the district is well informed in decision making, aware of emerging options and issues, and enabled by strong relationships.	D	10
Collaboratively develop, document and enforce IT processes in conjunction with Managers, Directors, subject matter experts, suppliers and customers of IT.	M	5
Oversee, research, design, and coordinate development of strategic solutions and multi-year roadmaps to address business and educational needs. Evaluate and specify systems and technologies. Develop processes and procedures for efficient utilization, security, compliance and operation of technology systems.	D	40
Develop and implement key metrics to measure and report on progress of initiatives to include detailed project plans using standard waterfall management methodology.	W	10
Perform other duties as assigned.	D	5
Total	PLEASE VERIFY THAT THE PERCENTAGES TOTAL TO 100%	100%

5. Qualifications: Education, Experience, Skills, Knowledge, and Licenses

Assume you are promoted to another position and are given the responsibility for finding a person to fill this job. Think of the **minimum** level of education, experience, and skill a newcomer must possess to **enter the job** and successfully accomplish the essential duties of the job. These qualifications may not necessarily reflect the qualifications that you have.

A. Education:

- Two years of high school, vocational school, or equivalent on-the-job training and experience.
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Four years of high school, completion of G.E.D., or equivalent vocational school or short term courses, such as typing, dictation, computer training, commercial driver training, commercial trade training, etc. Specify vocational or short term courses required, if applicable:

Four years of high school or equivalent, plus specialized technical courses in business, vocational school, or community college related to a trade or skill. For example, office and secretarial work, word processing, basic computer skills, bookkeeping, or a recognized apprenticeship program toward a trade level or licensing, such as carpentry, plumbing, electrical, etc. Specify courses/area of study required:

Four years of high school, plus post-secondary courses in business or vocational school equivalent or up to one year of college.

The job holder may be required to have and maintain special licenses, such as journeyman or certifications acknowledged by a governmental authority. This does not include a general state automobile driver's license, CPR or first aid training, food handler certificate, or similar licenses or certificates. Specify courses/area of study required:

Four years of high school, plus specialized advanced courses in business or vocational school up to two years of college. Specify courses/area of study required:

Bachelor's degree or above or equivalent advanced training pertinent to the position requirements, such as accounting, communications, business, education, purchasing, payroll transportation, nutrition, construction management, etc. Specify degree/major: Bachelor's degree in computer science, computer information systems, engineering or related field.

B.

Related Work Experience Check the appropriate box that best represents the **total** years of experience required for this position. Also, indicate the area(s) in which the experience is required, such as mechanics, plumbing, word processing, , dealing with children with special needs, transportation, etc. **Please check only one box. You may specify multiple areas of experience for the experience level chosen, and indicate individual experience levels required.** For example, if a grounds worker position requires three years of total experience (one year of experience in pesticide application and two years of experience in turf maintenance), he/she would check the second box, and write in "pesticide application - 1 year; turf maintenance - 2 years" on the lines provided.

No experience, and up to and including two years experience in (specify area(s))

Minimum of 3 years, recent experience in senior-level management in IT enterprise operations, project management, and team leadership, ideally with a focus on waterfall project management methodology.

Over three years experience in (specify area(s))

C. Skills, Knowledge, or Training Required

Knowledge of a language, basic mathematics, basic writing, basic microcomputer skills, advanced microcomputer skills, computer software skills, information technology, scheduling and time management.

D. Required Licensing, Registration, or Certification Indicate any special licensing, registration, or certification that is **required** to perform the essential duties of this job. This may include journeyman license, master level license, valid Colorado automobile driver's license*, commercial driver's license (CDL), food handler certificate, CPR, First Aid, Department of Transportation physical examination, etc. Check () if the license, registration, or certification is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry. If required after entry, indicate the number of months in which the license, registration, or certification must be obtained after hire.

Special Licenses, Registrations, or Certifications	Check/complete <u>only one</u> box for each line		
	<u>Required</u> for hire	<u>Preferred</u> at hire, but not required	Must acquire after ? months (Indicate # of months)
1. ITIL, PMP, CISSP		X	6 Months
2.			
3.			
4.			

* This does **not** include getting to and from work or moving between locations during the work schedule if other modes of transportation are typically available.

E. Equipment Operating Requirements Describe any special equipment, such as office equipment, computer hardware, specific heavy equipment, etc., or computer software experience required to perform the essential duties of this job. Check () if the ability to operate or use the equipment or software is required to enter the job, is preferred at hire but not required, or can be acquired within some period after entry.

Special Equipment Operating Requirements	Check/complete <u>only one</u> box for each line		
	<u>Required</u> for hire	<u>Preferred</u> at hire, but not required	Must acquire after ? months (Indicate # of months)

6. Supervision/Technical Responsibility

A. Does this position supervise others? No No **If “no,” skip to Section 6E.**

ZZZZZZZZZZZZ.

Describe the capacity in which this position supervises others. Include the type of position this person holds, such as coordinator, lead in a work group, supervisor, or unit supervisor. Also, indicate the nature of this supervisory role, such as whether this position is responsible for hiring, discipline, termination, directing work, etc.

AAAAAAAAAAAAA. What percentage of time does this position spend conducting supervisory responsibilities, such as training, assigning work, discipline, performance reviews, etc.? Up to 50%
 51% - 75% Over 75%

BBBBBBBBBBBBB. List the complete job title for each title this position supervises. Include the unit name or department, and the number of employees in the positions supervised. Also, indicate whether the positions report directly to this position or through a subordinate supervisor or group leader.

Position Titles Supervised	Unit or Department Name	# of Employees	Check only one box for each line	
			Reports directly to this position	Reports to this position through sup or grp leader

E. D

Describe the extent this position serves as a technical resource to others in such areas as curriculum, special education, bilingual skills, technical areas (e.g., computers, heat and air conditioning systems, hazardous materials, electrical systems, electronics, plumbing, etc.), or business applications (e.g., accounting, finance, payroll, etc.). Remember, a “technical resource” means that this position helps and trains others as part of the assigned job duties. **This position will serve as a technical resource to users in the areas of day to day computer usage and district applications.**

F. This position’s technical resource responsibilities extend:
 Within immediate work area or unit Within immediate department Across the District

7. Judgment and Decision Making

A. H
 How is work assigned to this position and by whom? By directive,
CIO

B. Summarize a typical decision made by a person in this position on a regular basis. **A typical decision in this position would be reviewing all the requests made by users and setting priorities on which to resolve first based on impact.**

FFFFFFFFF. Does decision making typically involve collaboration with other individuals, departments, or resources? Yes If “yes,” with whom does this position regularly collaborate? **Infrastructure Manager, Helpdesk Manager, Student Information Systems Manager, CIO.**

D. To what extent is a supervisor or manager involved in approving decisions made by a person in this position?
 Always Occasionally Only major decisions
 Never

8. Diversity of Duties

Summarize the scope of duties involved in this position. Include the extent the job crosses other technical areas or fields, requiring cross-training to perform the job. For example, a carpenter may be required to have knowledge of carpentry, locksmithing, cabinetry, etc.

A.
 Describe the technical skills and abilities required to solve problems while performing this job. This is a technical job no additional information is

needed.

- C. To what extent does this job crossover into other areas on a daily basis?
- Within immediate work area or unit Within immediate department Within building
- Across several other departments Across the District

9. Safety to Self and Others

Indicate how the nature of this position and/or negligence in this position could impact the safety of the person or the safety of others. The following factors should be considered:

- Nature of injury** For example, cuts; bruises; burns; fractured bones; disease; repetitive stress or motion injuries; loss of limb, eyes, or life; disfigurement, etc.
- Cause of injury** For example, motorized power equipment, working in high or precarious places, exposure to radiation or asbestos, food poisoning, extensive keyboarding, handling bodily fluids, working in/near traffic, inclement weather, explosives, fumes, airborne particles, electric shock, etc.

10638528. **Recipient of injury** For example, self, co-workers, peers, students, employees, District visitors, the general public, etc.

10638529. **Exposure to safety hazards or injury:**

Low exposure = Exposure is seldom, perhaps a few times per month for employees performing the job duties.

Medium exposure = Exposure is more frequent, perhaps two times per week for employees performing the job duties.

High exposure = Exposure is often, perhaps once a day or hourly for employees performing the job duties.

Complete ALL boxes that apply. Please indicate only the hazards that are due to the nature of this position and/or negligence in this position, not due to individuals that this position may supervise.

Injury	Injuries Associated with this Position ()	Cause(s) of Injury (Specify)	Recipient(s) of Injury (Specify)	Exposure Level (Low, Med, High)
Bruises				
Cuts				
Burns: Chemical				
Burns: Heat				
Fractured bones				
Hernia				
Disease				
Repetitive motion or stress				
Loss of limb				
Loss of sight				
Disfigurement				
Fatality				

10. Working Conditions

The following information regarding this position is important to determine if accommodations can be made under the Americans with Disabilities Act (ADA). Please indicate the activities, demands, functions, and environments that are experienced in performing the essential job elements. **Indicate only the activities, demands, functions, and environments that this position is exposed to due to the primary nature of the job.** The categories below would affect either job performance or safety to oneself and/or to others. The amount of time indicated should reflect the portion of a work day where that activity, demand, function, or environment is encountered.

A. Physical Activities

	Amount of Time ()			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Stand		X		
Walk		X		
Physical Activities continued:	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear			X	
Taste or smell	X			

B. Weight and Force Demands

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

C. Vision Demands Indicate the vision skills required to successfully perform the essential functions of the job. Check all the boxes that apply. Indicate only the vision demands that are required to meet the essential duties of the job.

- No special vision requirements
 Peripheral vision
 Close vision (clear vision at 20 inches or less)
 Depth perception
 Distance vision (clear vision at 20 feet or more)
 Ability to adjust focus
 Color vision (ability to identify and distinguish colors)

D. Work Environment

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

E. Noise Select the level of noise that is typical in the work environment for this job.

- Very quiet
 Quiet
 Moderate
 Loud
 Very loud

F. Mental Functions

	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		

Mental Functions continued:	Amount of Time (□)			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use interpersonal skills			X	
Compile		X		
Negotiate		X		
Other (specify)				

11. Other Information

Use the space below to record any other information that you feel should be considered in developing the job description for this position.

12. Participant Signature

Participant Signature(s) _____ Date _____

PLEASE FORWARD YOUR COMPLETED QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW AND SIGNATURE.

OBTAIN YOUR SUPERVISOR'S SIGNATURE ON PAGE 1 IF YOU RECOMMEND A TITLE CHANGE FOR THIS POSITION. Title change recommendations will not be considered by Human Resources without a supervisor's signature.

13. Supervisor Comments and Signature

Please review the employee's responses to this questionnaire. Does he or she adequately describe the requirements and tasks to perform this position? If you believe changes are necessary, note the changes below or write in the changes in a different color ink in the appropriate section of the questionnaire **without changing the employee's response**. Please also review the changes with _____ the _____ employee.

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Your signature acknowledges that you have read this questionnaire and, excluding any edits or comments you make, you agree with its contents.

Supervisor's Signature Jeremy Heide Date: 2-20-2022
 Telephone No. 303-655-2912