

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

Information Technology Specialist

POSITION: Information Technology Specialist

REPORTS TO: Director and/or Supervisor of Information Technology

LOCATION: Department of Information Technology Services

NATURE OF WORK:

The Information Technology Specialist shall assist in providing administration of information technology projects for various facilities for which the St. Mary's County Public Schools (SMCPS) is responsible. This includes project planning, knowledge of technology systems, IT needs of SMCPS and its staff, and vendor management. The work is performed under the general direction of the Director of Information Technology or the Supervisor of Information Technology.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to train others
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of computer networks, systems administration, systems design, infrastructure cabling, fiber optic cabling, and network troubleshooting

DUTIES AND RESPONSIBILITIES:

- Provides coordination and inspection of new installations of technology systems to ensure functionality within parameters established by the SMCPS
- Documents technical processes and organizational guidelines for the Department of Information Technology
- Develops system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing SMCPS technology infrastructure and equipment
- Maintains availability of critical systems
- Assists with the IT ServiceDesk
- Acts as a Subject Matter Expert (SME) in assigned areas

- Manages the life cycle of their assigned SME issues
- Works with manufacture and or vendor representatives on design and support projects
- Works with vendors to determine system selections based on price, technical functionality, and support
- Meets with and prepares reports for all levels of management within and outside of the organization
- Presents to stakeholder groups relative to technology planning, needs/goals of technology, project status, and program overviews
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school degree or GED
- Associate's degree in information technology (or a related field as determined by SMCPs) OR three (3) years of directly related experience working independently in a computer support role
- Demonstrated in-depth knowledge of computer networks, systems administration, systems design, infrastructure cabling, fiber optic cabling, and network troubleshooting
- Meet two (2) of the following:
 - Current industry-recognized certification in subject matter
 - Current Windows Enterprise Desktop Support Technician Certification
 - Current Apple Certified Mac Technician
 - Current CompTIA A+
 - Current CompTIA Network+
 - Current CompTIA Security+

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelvemonth eight-hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 04.2025, 5.2025