PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0669
Pay Grade: C09

FLSA: Exempt
Adminstrative

MANAGER, CORE SYSTEMS

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Computer Science, or a related field plus five (5) years progressively responsible experience designing/implementing/maintaining Windows Networking including Active Directory, DNS, WINS, email, anti-virus, server systems, systems analysis and systems design work, to include three (3) years of information systems project management experience; experience with hardware and applications required; or an equivalent combination of education, training, and related Pinellas County School Board experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

MAJOR FUNCTION

Provides team leadership, supervision, and direction for core systems group. Performs highly complex technical and analytical work involving the design, development, implementation, and maintenance of core computer systems. Work is performed independently and reviewed through observation, conferences and results achieved.

ESSENTIAL RESPONSIBILITIES

- Supervises employees. Monitors and evaluates their performance.
- Ensures proper instructions are provided to personnel and verifies the maintenance of quality standards.
- Provides project management for technology-initiated activities.
- Develops and maintains the district's core networking operating system – Active Directory. This includes user accounts, security groups, group policies, etc., which allows district-wide applications to function.
- Develops and maintains other core systems including email, SPAM filtering, antivirus, web caching, web filtering, file servers, and other server applications and services.
- Interfaces directly with other departments, schools, or groups within the district. Communicates information to appropriate personnel.
- Analyzes requests to develop and/or implement systems for schools and departments.
- Works with users of core systems and servers to implement systems. Resource to answer user questions.
- Oversees the design of new systems, servers, applications, programs, and procedures.
- Installs, implements, and maintains systems, servers, programs, and corresponding procedures.
- Maintains and enhances existing data processing systems and programs.
- Maintains system and user documentation.
- Works to resolve various system errors or failures. Identifies system problems and implements corrective actions. Addresses problems in hardware, software, and procedures.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 1/08 AK; BOARD APPROVED: 2/12/08

MANAGER, CORE SYSTEMS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Manager, Core Systems – Administrative