

Ross Valley School District

COMPUTER TECHNOLOGY SPECIALIST III

SUPERVISION EXERCISED AND RECEIVED

Under the supervision of the Superintendent or designee.

DISTINGUISHING CHARACTERISTICS

Responsible for assisting in the oversight of all district technology and related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Create, maintain, and support networking components essential to the learning environment of the schools and the business operation of the district.
- Install, configure, and maintain network applications, software and operating systems.
- Install, configure, and manage network switches, routers, and other LAN and WAN network devices.
- Monitor and maintain computer network security and antivirus systems.
- Maintain data integrity and quality.
- Utilize a web-based work order system for technology assistance.
- Manage and troubleshoot communication systems and IP telephone systems.
- Troubleshoot network software and hardware problems.
- Configure, maintain, and update network interface cards, switches, hubs, and network resources, including servers and printers.
- Communicate with vendors for equipment specifications and maintenance recommendations.
- Maintain user and group accounts in a secure environment.
- Ensure the security of data district-wide by performing the appropriate backup procedures.
- Recommend network standards and procedures.
- Coordinate the development and implementation of IT policies and Technology Plans.
- Administrator of all district servers.
- Establish and maintain technology inventories.
- Ensure compliance with software licensing requirements.
- Plan, coordinate, and execute migration of data and information within and across systems/subsystems.
- Oversee student and staff information, assessment, and accountability systems.
- Serve on District and MCOE Technology Committees.

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- Responsible for all communications with MCOE's IT department regarding network hardware and software configurations.
- Maintain and troubleshoot analog and digital bell systems.
- Establish and maintain effective working relationships with the administrative team, outside agencies, technology committees, vendors, students and teachers, etc.
- Comply with all applicable federal, state, local, and board rules, policies, regulations, and laws.
- Identify, consolidate, and integrate new technologies with legacy systems; oversee research and evaluation of hardware and software compatibility, serviceability, design and performance; and recommend vendor contracts covering the acquisition.
- Systematically plan for the development and implementation of new, efficient, and effective operating systems that maximize District resources.
- Direct development and evaluation of major software, technology, and telecommunication purchases.
- Other related duties as assigned.

REQUIREMENTS

- Access to a vehicle for use in performance of job duties on multiple sites.
- Has and maintains valid CA driver's license.
- Carry a pager and be on call 24 hours a day. Respond to voicemail, email, and pager within reasonable time frames.
- May be required to work a flexible work schedule and work overtime, as needed.
- Physical Requirements
 - Climb a ladder.
 - Lift 50 lbs.
 - Able to work at heights and in confined spaces.
 - Able to use tools and perform fine motor operations.
 - Reach overhead with hands/arms, and stoop, kneel, crouch, or crawl.

Education and Experience:

- Completion of a high school diploma or equivalent.
- Two years of college with major course work. Bachelors degree preferred.
- Five years of related experience in computer technology, database management; multiple platforms and educational technologies.
- Five years of increasingly responsible experience in data processing, including programming, system analysis, and network development.
- Minimum of two years experience in school district operations.

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Experience with, Ability to, and Knowledge of:

- Windows Server 2000, 2003, 2008 and 2008 R2.
- Implementing and managing a Microsoft Exchange Server.
- Implementing and maintaining network systems.
- TCP/IP, LAN and WAN topologies.
- Router, managed switch and firewall configuration.
- Support staff in troubleshooting techniques for computers and data systems.
- Student information system and assessment and accountability systems (e.g. Aeries, CalPADS, QSS, QCC, CSIS, etc).
- Strong organization skills, excellent follow-through, with ability to coordinate and prioritize multiple and complex projects.
- Make independent judgment and take initiative without direct supervision in a fast-paced environment.
- Demonstrate strong competency in effective written and oral communication and to communicate technical information to non-technical audience.
- Develop and maintain effective work relationships with those contacted in the performance of required duties.
- Complete projects in a timely manner, meet deadlines and schedules, and set priorities; simultaneously handle multiple short-term and on-going projects or processes.
- Analyze situations and adopt course of action; solve many problems independently without supervision.
- Maintain the confidentiality of information.

Board Approved: December 2004

Revision: May 24, 2011, January 10, 2017 (Title change only)