



HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

INFORMATION TECHNOLOGY MANAGER

JOB SUMMARY

Under the supervision of the Chief Technology Officer; supervisory responsibility for the Information Technology technicians and other assigned personnel; plans, organizes, supervises, and evaluates technical services for the District Office and school sites; evaluates Information Technology personnel; manages the skilled work of employee with the installation, repair, and maintenance of various computer equipment and peripherals. Supervises troubleshooting and timely repair of computer systems. Perform other duties as assigned.

ESSENTIAL FUNCTIONS

- Manages the Computer Technician division of the Information Technology Department;
- Supervises technology staff by determining workloads and schedules, develops, interprets and implements policies and procedures;
- Manages the technology refresh and sustainability plans;
- Plans, processes, prioritizes and issues work orders to the appropriate personnel to ensure continual safe and efficient operations;
- Design and implement strategic plans to ensure technician support meets existing and future needs;
- Long and short term planning and execution of work related to end-user support;
- Ensures that staff are properly trained on complex technical activities and are following standard operating procedures;
- Develops and promotes team involvement and participation in achieving departmental goals and objectives;
- Supervises daily activity of Information Technology technicians and other assigned personnel;
- Answers questions, researches laws and makes appropriate recommendations;
- Provides input and performs evaluation of assigned staff;
- Makes recommendations on technician performance and effectiveness to supervisor;
- Maintain district wide computer inventory;
- Attend meetings to assist with district technology decision-making;
- Compiles, composes, and gathers data/statistics and other reports;
- Attends and/or coordinates meetings as required;
- Prepares memorandums and correspondents in a professional manner;
- Serve as a resource to administrators, teachers and staff;

KNOWLEDGE OF

- Principles of administration, supervision, management, training, safety and security;
- Principles of budgeting, costs analysis, and reporting;
- Knowledge of Microsoft Technologies such as Windows servers, Active Directory; mobile technologies and device management; and equipment used in all areas of technology;



HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

INFORMATION TECHNOLOGY MANAGER

(Continued)

- Current and emerging technology related to the position;
- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology of these areas;
- Knowledge or the ability to gain extensive and thorough knowledge of departmental software;
- Bargaining Unit Contract;
- Principles and practices of providing leadership to others;
- Effective organization skills and data collection processes;
- Providing leadership and positively encourage assigned staff to perform at a high level;
- State, local and federal laws, rules and regulations related to the K-12 technology

ABILITY TO

- Demonstrate interpersonal skills using tact, patience and courtesy;
- Effectively communicate both orally and written;
- Effectively present to large groups;
- Organize and follow work schedules;
- Work effectively despite frequent interruptions;
- Train, supervise and evaluate the work of a large workforce;
- Recommend, interpret, and explain rules, regulations, policies and procedures
- Plan, organize and meet work schedules and timelines;
- Work independently and make autonomous decisions,
- Work with minimal supervision;

EDUCATION

Associate Degree in Computer Science or similar area of study is preferred
Equivalent to graduation of High School;

EXPERIENCE

- Three (3) or more years of experience in supervision of others is required;
- Five (5) or more years of general computer maintenance, installation and repair work experience required;
- Experience in the K-12 technology and/or education in a related field is preferred.

ADDITIONAL REQUIREMENTS

- Must possess a valid California Vehicle Operator's license;
- Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.



HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

INFORMATION TECHNOLOGY MANAGER

(Continued)

PHYSICAL DEMANDS: Sit, look downward, reach, (frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard and handwriting (frequently); lift/carry up to 25 pounds (occasionally), may lift/ carry equipment up to 75 pounds (infrequently); extensive reading; seeing, hearing & speaking (including in-person, phone and public address.)

WORKING CONDITIONS: Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs. Driving a vehicle to conduct work.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Classified Management Position

Row 37 of Classified Management

May 30, 2019