

Job Description

Title: District Systems Analyst

Reports to: Executive Director of Technology

General Summary: Supports the educational programs and administrative services of the district by providing leadership in and supervision within the District Technology Division. The Executive Director works collaboratively with educational services, support services, human resources, business, and individual schools.

Essential Functions:

1. Plans for and oversees the District's Wide Area Network and Local Area Networks to provide data, voice and video services.
2. Supervises infrastructure and help desk team(s).
3. Recommends and plans for any changes, upgrades or enhancements regarding network architecture.
4. Works with others in Technology Division to support, maintain, coordinate, and update Linux, Apple, and Windows servers.
5. Supports the implementation of hardware and software standards and other recommendations of the Executive Director of Technology and from the technology steering committee.
6. Uses technology expertise and interpersonal skills to identify and solve network and desktop problems.
7. Provides oversight for the District's e-mail system.
8. Coordinates with ESU #3 regarding Wide-area network (WAN) and connection to the Internet. Serves as a member of the ESU #3 Data & Networking (DAN) Team.
9. Works with curriculum division and other technology support staff to implement technology-based curriculum and instructional strategies.
10. Works with support services project managers to review and recommend necessary changes to existing and proposed building Local Area Networks (LAN). Oversees installation of adopted LAN infrastructures.
11. Coordinates technology support staff to develop and implement plans for in-building servers.
12. Analyzes user requirements, procedures, and problems to recommend solutions or improve existing systems.
13. Evaluates computer system capabilities, workflow, and scheduling limitations. Analyzes or recommends commercially available software.
14. Serves as district liaison to technology vendors and contract service providers.
15. Provides technical support for district security surveillance systems.
16. Performs other duties as assigned by the Executive Director of Technology.

Qualifications:

1. Education Level: Bachelor’s Degree in computer science or related field required. Master’s Degree in computer science or related field preferred.
2. Certification or Licensure:
3. Experience desired: Three or more years experience with LAN and WAN implementations required. Five or more years experience with LAN and WAN implementations preferred.
4. Other requirements: Ability to work effectively with individuals with varying backgrounds in technology. History of successful supervisory and leadership experience is preferred.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing			x
2. Walking			x
3. Sitting			x
4. Lifting <u>25</u> lb max.			x
5. Carrying <u>50</u> feet			x
6. Pushing / Pulling			x
7. Climbing / Balancing			x
8. Stooping / Kneeling / Crouching / Crawling.....			x
9. Reaching / Handling.....			x
10. Speaking / Hearing			x
11. Seeing / depth perception / color.....			x

The statements herein 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, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent). The FLSA status of this position is intended to be exempt.

Salaried Position; 261 work days per school year

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Millard Public Schools

Written: August, 1997
 Revised: 9/16/98
 12/23/2003
 03/31/2014