

NORTH KITSAP SCHOOL DISTRICT

TECHNOLOGY DEPARTMENT SUPERVISOR

Technology Department/Information Services

Purpose of the Job

To provide technical expertise for all district technology resources, in a leadership role; and support the strategic planning goal of providing technology resources to enhance the instructional, administrative, and management functions of the school district.

Essential Job Functions

1. Provide technical and organizational leadership to the district technology department under the supervision of the Technology Director.
2. Function as the subject-matter expert for desktop and network support.
3. Manage, install, configure, and administer assigned Windows servers in both the instructional and administrative settings within the North Kitsap School District.
4. Oversee security of all Windows servers and networking resources consistent with the objectives and policies of the District.
5. Coordinate assignment of district network staff to implement strategies for network services and security.
6. Monitor server utilization and performance, and identify enhancements to ensure continued availability of server resources.
7. Assist in resolving client/server networking problems.
8. Provide direct support and training to district and building technicians as it relates to technology services.
9. Assist schools with planning and implementing educational programs that require network and server resources.
10. Implement and maintain district-wide inventory of computer equipment, peripherals, and software.
11. Evaluate computer technicians at the district and/or building level.
12. Other related duties as assigned.

Qualifications:

Education & Experience:

1. Minimum of an Associate's Degree in Computer Science, Computer Information Systems, or closely related field with a bachelor's degree preferred.
2. Five years experience in administering all facets of an enterprise-grade network. May substitute up to one year of experience with MCSE certification, or an applicable associate's degree, or three years with an applicable bachelor's degree.
3. Experience administering Active Directory and multiple servers, both physical and virtual.
4. Excellent knowledge of the Microsoft System Center administration environment.
5. Experience implementing WAN, LAN, and wireless networking equipment in a complex environment.
6. Experience administering LINUX/UNIX server environments
7. Experience implementing and/or managing VOIP telecommunications equipment.
8. Experience working in an academic/educational environment.
9. Strong analytical and troubleshooting skills
10. Strong interpersonal skills and ability to communicate technical information to non-technical staff.
11. Experience leading a workplace team, and/or coordinating department workflow is preferred.

Technical Competencies:

1. Microsoft Windows Server OS – 2003/2008/2012
2. Microsoft Windows XP/7/8
3. Microsoft Exchange 2010/2013 – Office 365 Exchange Online
4. Lync 2010/2013 – Office 365 Lync Online
5. Microsoft ADFS
6. Microsoft System Center 2012
7. Microsoft Hyper-V 2008/2012 and failover cluster manager
8. Microsoft SQL and IIS 2008/2012
9. Linux/Unix server
10. VMware vSphere & Horizon virtualization
11. Cisco IOS (routing, switching, L2/L3, VLAN)
12. Fortinet FortiOS (Fortigate firewalls and Fortianalyzer)
13. Barracuda Message Archiver
14. ShoreTel VOIP
15. HP SAN CommandView
16. Ability to move or carry objects weighing over 50 pounds.
17. Ability to crouch, crawl, bend, or kneel to service computers and network equipment.

Licenses, Certificates & Special Requirements:

1. A+ certification and MCSA or associate’s/bachelor’s degree in a closely related field.
2. Training or certification with Cisco IOS
3. Valid Washington State Driver's License and good driving record.
4. Required to be accessible during off-hours to return to work for system emergencies or equipment problems.
5. Occasional need to work hours beyond the normal day or weekends.

Reporting Relationship:

Reports to the Director/Administrator of the Technology Department

Conditions of work:

Union Affiliation:

Non-bargained

FLSA Status:

Non-exempt

Salary Range:

Non-bargained

Job #:

Job History:

Created: 3/7/2014

Immediate Supervisor

Date

Asst. Superintendent of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.