

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Assistant Director, Administrative Technology **Job Code:** 82006
Job Classification: 06 Non-Instructional Managers, District Based **EEO Line:** 06
Job Class Category: E Managers **Job Description Supplement Code:** 6
Reports to: Assistant/Area Superintendent **Salary Locator:** Support Schedule 2
Instructional Media

SUMMARY:

Assists the Assistant/Area Superintendent Instructional Media by managing all functions and services of the data processing division of the department. Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.

QUALIFICATIONS:

- 1) Bachelor's Degree from an accredited institution
- 2) Five (5) years' experience in PC hardware and software support
- 3) Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected results.
- 4) Valid Florida Driver's License and acceptable driving record
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to use effective public relations skills
- (4) Ability to analyze data
- (5) Ability to effectively communicate technical instructions
- (6) Ability to effectively use problem-solving skills
- (7) Ability to appropriately delegate responsibilities; identify important issues or problems in area of responsibility
- (8) Strong written and oral communication skills
- (9) Knowledge of group dynamics
- (10) Skills in personnel management, interaction and supervision techniques
- (11) Ability to understand and design local and wide-area networks
- (12) Ability to work with school and district administrators

SUPERVISES:

Data Entry Supervisors, Assigned Data Entry Operators

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (4) Assist department director with instructional technology audits
- (5) Assist in scheduling/updating various data files to/from State of Florida and various vendors
- (6) Coordinate training sessions on Skyward program to key data users and disseminate information to key stakeholders
- (7) Coordinate data/technical services with outside vendors when capabilities do not exist internally
- (8) Coordinate the district's E-rate program with the Schools and Libraries Program of the Universal Services Administrative Company

- (9) Plan and administer budget for Data Processing Division
- (10) Assist in the management of the district office network, email package and parent/employee telephone notification system
- (11) Assist in the interview and recommendation process of new employees
- (12) Knowledge of multiple computer software applications
- (13) Ability to design develop and implement complex computer solutions
- (14) Analytical skills to review information and formulate alternative solutions to problems
- (15) Knowledge of systems design techniques
- (16) Ability to adapt and stay current with changing technology, in both hardware and software
- (17) Share ideas with others in a clear and informative manner
- (18) Remain current with changing technology as it relates to customer support
- (19) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (20) Perform all other non-instructional duties a requested by department director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

July 15, 2014