

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Assistant Technology Supervisor

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: Under direction, the purpose of the position is to design, implement, and maintain computer system networks and applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Supervises personnel on a daily basis by coordinating staff responsibilities and activities.
2. Assists in identifying architectural and construction issues related to computer technology in the rehabilitation and/or construction of a school/department or school/department technology systems.
3. Performs ongoing computer applications, cost analysis and equipment specification evaluations to identify equipment/installation costs.
4. Assists in evaluating departmental needs to ensure appropriate hardware and software specifications, program feasibility and district compatibility; works with department to achieve desired results.
5. Designs and facilitates, in collaboration with administrators, specialized technology programs for district personnel.
6. Designs and delivers presentations for District personnel as needed, to ensure adequate employee training.
7. Perform all other related duties as assigned by Associate Superintendent.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of network installation practices.
2. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
3. Ability to contribute effectively to the work unit goals, objectives, and activities.
4. Ability to use various methods, procedures, techniques and program languages used in implementing, maintaining, and fine-tuning hardware, software, communications and databases.
5. Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
6. Ability to establish and maintain effective working relationships with school personnel, supervisors, students, vendors and/or the general public.
7. Ability to work independently to carry out assignments to completion.
8. Ability to maintain confidentiality.
9. Ability to work flexible hours and occasional travel as necessary for the efficient operation of the department.
10. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
11. Recognizes and reports hazards, conforms to safety standards as prescribed.
12. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
13. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Associates degree in Information Technology or related field
2. Any IT Industry Recognized Certifications are highly desired
3. Minimum two (2) years of directly related experience supporting network administration:
 - Novell OES Linux, GroupWise, ZENworks Products
 - Microsoft Windows and SQL Servers installation and maintenance
 - VMware virtualization training/techniques
 - Working knowledge of Dell & HP blade chassis architecture and storage solutions

- Experience with Symatec Endpoint installation and maintenance
- Experience with packet analysis

Licenses and Certifications:

1. Valid Nevada driver license

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/medium – exert force 10-50 lbs. occasionally; up to 10 lbs. frequently, or a negligible amount of force to lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference, computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

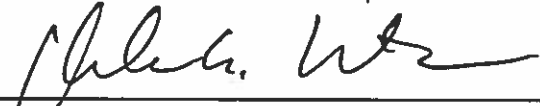
Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

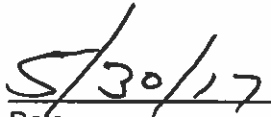
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 

Superintendent



Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____