

TITLE: Systems Director

6.01

DESCRIPTION: Under the general direction of the Business Manager is responsible for performing a wide variety of supervisory and complex technical tasks related to the supervision, operation, and maintenance of the network infrastructure of the Ashland School District.

QUALIFICATIONS: 1. Industry Certification; NT Certification preferred. Requires knowledge of and direct experience in the functions, principles, and practices of network infrastructure, Wide Area Networks, Local Area Networks; desktop support; Web Page design; oral and written communication skills; record-keeping techniques; supervision of personnel.

2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

SUPERVISES: Technicians

JOB GOAL: To provide a well organized, smoothly functioning network infrastructure; provide desktop support.

PERFORMANCE RESPONSIBILITIES:

1. Serves as district network Director implementing all information technology policies, projects, and initiatives.
2. Performs configuration and maintenance of:
 - a. Network Servers district wide;
 - b. FTP protocol on an FTP Server;
 - c. Telecommunication and internal connection services district wide providing interconnectivity to all district locations and properties;
 - d. Email server providing email service to the entire district;
 - e. District file servers;
 - f. Operating Systems residing on District Servers;
 - g. Software Firewall
 - h. Domain Name Services;
 - i. District wide hubs/switches;
 - j. DAT backup units district wide;
 - k. SCSI hardware in all district servers, primarily SCSI adapters, hard drives and tape units;
 - l. Data communications equipment used to link local buildings and classrooms within the internal domains district wide;
 - m. Media Converters;
 - n. RAID arrays on all district servers.
 - o. Administrative accounting programs.

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3. Responsible for development, implementation and maintenance of district Web Site and Intranet.
4. Recommends purchasing requirements for department.
5. Monitors and oversees a coordinated inventory control program for all technology equipment.
6. Provides well-organized technical support services and assists staff with technology needs.
7. Hires, supervises, evaluates and disciplines all technical support staff.
8. Responsible for monitoring and overseeing the accurate documentation of employee service time.
9. Conducts continuing program of staff education and training.
10. Provide desktop support including but not limited to: installation of new equipment; routine maintenance on computers including configuration and settings for each machine; installation, support and upgrade of software, and preliminary troubleshooting processes.
11. Perform such other tasks as may be required from time to time.

ESSENTIAL PHYSICAL REQUIREMENTS

1. Moderate degree of physical stamina.
2. Frequent and prolonged standing, walking, bending and occasional lifting up to 50 pounds.
3. Duties involve bending, stretching, crawling as well as hand-eye coordination, in carrying, positioning, grasping and operating a variety of hand and power tools.
4. Frequent twisting, reaching, handling, and finger manipulation.
5. Ability to hear well enough to troubleshoot equipment sounds and to see well enough to examine equipment and read instructions and blueprints.
6. Exposure to conditions where heating, cooling, and ventilation may be inadequate at times.
7. Possible exposure to bodily fluids due to staff or student injury or illness.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Supervisory Personnel.

Adopted: 6/13/02

Revised: