



Sequoia Union High School District

Job Description

JOB TITLE:	Programming, Web and Server Services Manager
ADMINISTRATIVE RELATIONSHIP:	This Position reports to the Assistant Superintendent, Administrative Services
CLASSIFICATION:	Classified
REQUIREMENTS	<p>Minimum Degrees/Credentials/Experience Required for Position</p> <p>Entry Level (Management Level VIII): Demonstrates experience in internet/web design, data center management and working knowledge in Java, .NET, HTML, XML, CSS, LDAP, UNIX/LINUX, Win 32, Solaris, C++, MS SQL, MySQL, PHP, OOD, Visual Basic, PostgreSQL, SYBASE. Experience with leading and managing teams required.</p> <p>Senior Level (Management Level VII): Bachelor's degree in Information Technology, Computer Science or related field. Will have 10 years successful experience in server management and working in a progressively challenging programming environment, with five or more years working within the Sequoia Union High School District. As an alternative to direct Sequoia Union High School District experience, applicant may have equivalent industry experience which qualifies them for the position.</p> <p>Other Requirements Possession of a valid California driver's license and a driving record which meets the District's insurance requirement.</p>
SALARY SCHEDULE:	Management Salary Schedule - VIII / VII
WORK - YEAR / HOURS:	12 Months
LOCATION:	District
BOARD APPROVAL:	November 14, 2007

BRIEF DESCRIPTION OF POSITION

Under general guidance from the Director of Information Technology, the Web Programming & Server Services Manager will provide technology consulting, solutions and support to school and district personnel to improve student learning and to promote teacher and administrator effectiveness. At various times this may include, but is not limited to the following components: plan, design, code, install, test, update, modify and maintain computer databases/programs; develop text, graphics and scripts for District websites; consult and communicate with key stakeholders during all phases of solution implementation, coordination of solutions and deliverables with the Information Services Manager, Data & Voice Services Manager and all members of the Information Technology team, development of effective server management strategy, management of both human and technical resources to derive an acceptable return on server infrastructure investment and to perform related work as assigned.

DUTIES AND RESPONSIBILITIES

This is a technical management level classification. The incumbent of this classification exercises responsibility for designing/programming databases/programs, developing websites, analyzing current situations to recommend and implement the best go forward solution, managing resources effectively and maintaining the proper server management strategy to deliver the required services to the District.

EXAMPLES OF DUTIES

- Designs, codes, tests, installs and documents new databases.
- Modifies existing databases by developing new programming code.
- Develops and edits texts and graphics for the website; write shell scripts and provide links to other sites.
- Provides timely information, advice and assistance to Director of Information Technology related to school's/district's purchase of equipment and software.
- Complies with applicable state, local and federal rules, regulations, and laws, as well as the policies and procedures of the district.
- Establish and maintain effective working relationships with a variety of groups, including teachers, students, administrators, co-workers, vendors, consultants, community, and others.
- Performs analysis for system modifications/enhancements.
- Analyzes current software for compliance with State and District reporting and recordkeeping requirements and recommends enhancements; participates in software user groups; serves as liaison with software vendors.
- Coordinates and leads meetings to gain knowledge from system stakeholders in order to create necessary solutions. Coordinates and leads meetings to communicate status on implementation of solutions to key system stakeholders and receive feedback from key system stakeholders.
- Works closely with the Information Services Manager to deliver the needed solutions to meet the ever changing requirements of student data management.
- Creates capacity management plans to organize and maximize efficiency of the server infrastructure.
- Manages resources to meet deadlines and deliver services to meet the ongoing needs of the District.
- Provides daily operational leadership and management of the Web and Server Services team.

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, regulations and policies.
- Various types of computer software and development/programming languages currently in use.
- Analysis and Consulting methods and techniques.
- Principles, capabilities and operations of designated server computer hardware and peripheral devices.
- Basic principles and operation of designated operating systems and various software packages.
- Principles and practices of management and leadership, including work scheduling, personnel management, financial management, and strategic planning.
- General office practices and procedures.

Skill in:

- Establishing and maintaining effective working relationships with a variety of groups, including teachers, students, administrators, co-workers, vendors, consultants, community, and others as required.
- Establishing and maintaining databases, websites, and other technology programs.
- System documentation and coding library creation/management.

- Effective management of storage solutions and capacity.
- Server utilization
- Data redundancy and Contingency Planning
- Planning, Budgeting, and Team Building

Ability to:

- Learn and evaluate new software packages quickly
- Work and teach on Windows, Mac, UNIX, LINUX platforms
- Maintain schedules and records and prepare reports
- Work independently
- Facilitate planning and problem solving meetings.
- Demonstrate and model the use of technology.
- Conduct training in a patient and encouraging manner.
- Handle changing priorities and a fast-paced work environment.
- Exhibit expert level experience with databases and database programming including dynamic SQL programming.
- Customize and write new tools to collect/analyze performance metrics
- Maintain a Data Center environment towards the goal of five nines availability