SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: INFORMATION SYSTEMS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Information Technology, supervise, coordinate and participate in the programming, coding, testing and maintenance of District computer systems and programs; supervise the planning, development and implementation of new computer systems and applications; supervise and participate in the Network Management & LAN/WAN security; coordinate, oversee and participate in the review, analysis and modification of existing systems and programs; train, schedule and supervise assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Supervise, coordinate and participate in the programming, coding, testing and maintenance of District computer systems and programs; oversee and participate in the troubleshooting, identification, evaluation and resolution of system and program problems and malfunctions.

Supervise the planning, development and implementation of new computer systems and applications; oversee the design, testing and evaluation of new computer programs.

Coordinate, oversee and participate in the review, analysis and modification of existing systems and programs; prioritize and respond to requests concerning existing computer systems and programs; compile and edit programs and make necessary adjustments; supervise and participate in the Network Management & LAN/WAN security.

Train and supervise the performance of assigned personnel; coordinate and schedule information technology activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Develop and implement District policies and procedures related to information technology; review, evaluate and provide recommendations concerning computer and program products, methods and procedures; assist in the development of Department goals and objectives.

Coordinate and supervise user support activities; assure user needs are met and computer system and application problems are resolved.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; serve as a liaison between District personnel, vendors and governmental agencies.

Estimate labor, time and material costs; monitor inventory levels of Department supplies, materials and equipment; order, receive and oversee the storage of supplies, materials and equipment; provide input concerning budget needs and expenses.

Operate computers and peripheral equipment including terminals, printers, servers and mainframe computer; drive a vehicle to conduct work.

Prepare and maintain a variety of records and reports related to assigned activities; assure mandated reports are submitted to appropriate governmental agencies according to established guidelines, procedures and time lines.

Plan, coordinate and participate in the development of District web pages and applications as directed.

Coordinate and conduct meetings and conferences related to Department activities.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices and techniques of data base structures, computer programming and system design.
District organization, operations, policies and objectives.
Policies and objectives of assigned program and activities.
Principles and practices of supervision and training.
Computer programming systems, utilities and applications used within the District.
Applicable programming languages.
Methods and procedures of operating mainframe and personal computers and peripheral equipment.
Principles and techniques of systems analysis.
Technical aspects of field of specialty.
Techniques of testing and debugging computer programs.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:
Supervise, coordinate and participate in the programming, coding, testing and maintenance of District computer systems and programs.
Supervise the planning, development and implementation of new computer systems and applications.
Coordinate, oversee and participate in the review, analysis and modification of existing systems and programs.
Train, schedule and supervise assigned personnel.
Supervise and participate in the troubleshooting and repair of system malfunctions.
Coordinate and supervise user support activities.
Detect errors in data and program structure, logic and coding.
Test and de-bug programs for accuracy and reliability.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Maintain records and prepare reports.

Complete work with many interruptions.
Plan and organize work.
Prioritize and schedule work.
Meet schedules and time lines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and two years increasingly responsible program analysis experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to reach computer equipment.
Seeing to view a computer monitor.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Supervisory Job Description
Adopted by BOT 2/24/03