MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: ASSISTANT TECHNOLOGY MANAGER
REPORTS TO: Director of Technology
EXEMPT STATUS: Exempt
APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:
Organize, coordinate, direct and implement system-wide equipment and software research and acquisition; coordinate mainframe and peripherals, terminals and office automation; supervise technical services and the design of central and remote computer systems software which interfaces with the telecommunications system; train, supervise and evaluate assigned staff.

BASIC FUNCTION:
Direct and coordinate ad hoc reporting related to existing computer systems; maintain and produce documentation for the existing computer systems in the District; maintain records and coordinate efforts for processing user efforts and problem resolution; control administrative computer hardware and software applications for the District.

REPRESENTATIVE DUTIES:
- Direct and coordinate ad hoc reporting efforts related to existing computer systems; maintain and produce documentation for the existing computer systems in the District.
- Maintain records and coordinate efforts to process and correct user computer problems involving hardware and software; advise systems development personnel and assist in troubleshooting user problems.
- Assist in determining information services objectives and priorities related to needs assessment and information gathering efforts.
- Assure adherence to standards relating to applications, programming, job control language, documentation, operation procedures and production activities.
- Coordinate the systems design and implementation of a resource usage and user request accounting system.
- Monitor user training needs to assure effective system utilization by the user.
- Control administrative computer hardware and software applications for the District.
- Maintains regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Instructional level understanding of COBOL, database structures and on-line applications.
- Systems design involving various systems applications.

- Advanced principles and techniques of systems analysis and computer programming.
- Technical aspects of field of specialty.
- Operation of a computer terminal and data entry techniques.
- Policies and objectives of assigned program and activities.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
- Direct and coordinate ad hoc reporting related to existing computer systems.
- Maintain and produce documentation for the existing computer systems in the District.
- Maintain records and coordinate efforts for processing user efforts and problem resolution.
- Control administrative computer hardware and software applications for the District.
- Observe machine in operation, analyze stoppages and take corrective action.
- Provide technical assistance to District computer systems users.
- Apply principles and techniques of computer programming to specific user needs and problems.
- Demonstrate proficiency in designated computer programming languages.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

PHYSICAL DEMANDS
- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer information science or related field and three years increasingly responsible systems design and programming experience involving database structures and on-line applications