MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: 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.

REPRESENTATIVE DUTIES:
- Organize, coordinate, direct and implement system-wide equipment and software research and acquisition.
- Coordinate mainframe and peripherals, terminals and office automation.
- Supervise the central and remote computer systems software and hardware optimization and utilization; interface with systems programming and operations.
- Provide technical guidance and assistance to the District and unit staff for long-range and intermediate planning.
- Coordinate the interface between central, remote and the telecommunications systems; assist with the back up in the absence of the supervisor.
- Coordinate with management present and future needs; implement software development tools and data base designs.
- Supervise technical services and the design of central and remote computer systems software which interfaces with the telecommunications system; provide technical support between the remote microcomputers and the mainframe; provide technical support to the Computer Education Support Unit.
- Train, supervise and evaluate personnel.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Applications of software, peripherals and other office automation.
- Software development tools and data base designs.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.
- Technical aspects of field of specialty.

ABILITY TO:

- 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.
- Work cooperatively with others.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Maintain current knowledge of technological advances in the field.

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 science or equivalent including three years electronic data processing and data communications.