JOB DESCRIPTION

Job Title   Technology Lead Systems Engineer
Department   Information Technology
Reports To   Director of Technology
Classification   Non-Affiliated
Location   Administration Building
Salary   On Schedule
Length of Contract   12 Months

> This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Technology Lead Systems Engineer will oversee the Technology Systems Engineers and Technicians as well as act as a back-up for all essential position functions as well as have direct responsibility for their own assigned area. The Technology Systems Engineers will build, monitor, maintain, support, and optimize the District's information technology systems. This position will identify, communicate, and resolve information technology issues. This position advises the Director of Technology on strategic matters of significance; exercising independent judgment to secure and support the technical operations of the District, and employing confidentiality and discretion regarding security and audit inquiries. This individual will also mentor and provide guidance to District Technology Department staff members.

Essential Job Functions

- Supervises and evaluates the Technology Systems Engineers and Technicians. Monitors workload, assigns tasks, and acts as a resource and back-up for all areas of this position.
- Leads the District's information technology systems management and integration in at least one area; including but not limited to finance and human resource systems, desktop and mobile devices, user account management, and network operations.
- Conducts employee evaluations.
- Performs highly confidential investigations as requested by the Director of Technology or designee.
- Leads enterprise-wide technology based initiatives; including training, scheduling, and coordinating technical staff to carry out the details and implementation.
- Researches, designs, manages, monitors, troubleshoots, and resolves escalated District networking, software, device and other enterprise-level systems. Gathers data, analyzes log files and reports on causes. Designs and recommends improvements to these systems for remediation.
- Acts as second and third level of support and subject matter expert for assigned areas of responsibility.
- Serves as a liaison with Technology Department staff, consultants, and vendors of assigned systems.
- Assists with account creation and improvements to District Identity and Access Management systems.

- Documents internal technical work and job processes.
- Works with a team that purchases and maintains software, hardware, licenses, hardware support contracts, and software support contracts.
- Writes and maintains custom scripts, programs, and protocols that increase system efficiency and automates repetitive tasks and data transfer between District systems.
- Works with District teams for continuous improvement efforts.
- Leads the District's Cyber-Security and Information Security operational processes, security hardening, and incident response teams.
- Interviews and selects new team members for technology system engineer and technician positions.

Ancillary Job Functions

- Maintains current knowledge of professional, technical, and industry standards.
- Conducts technological research and program evaluations.
- Performs other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's degree in Information Systems or related field.
- Three or more years of experience with technical systems management or relevant work experience.
- Experience with cloud-based directory services and tools.
- Experience with enterprise-level operating, virtualization, and monitoring systems.
- Experience with networking protocols including OSI network layers, TCP/IP, multiprotocol routing, and network analysis tools.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years of experience in an information technology systems environment with 50+ employees.
- Proficiency in technical writing and documentation.
- One or more years of experience in a supervisory role.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to test system prototypes, document system inputs, outputs, and performance related to system design.
- Ability to work cooperatively and contribute to educational and technical solutions development with team members, staff, and students.
- Ability to read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work.
- Ability to provide guidance and leadership to team members.
- Ability to work hours outside of the school day as off-hours work will be required.
- Ability to focus on detailed work for extended periods of time.
- Ability to travel between District buildings.

- Ability to attend off-site training and industry conferences.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.