



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Technology Manager	<b>Department:</b> Business and Finance
<b>Immediate Supervisor's Position Title:</b> Director of Finance & Operations	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Director of Finance & Operations, the Technology Manager is responsible for overseeing the district technology enterprise and operations. This includes overseeing all planning related to budgeting, purchasing, maintenance, support, inventory and security. The Technology Manager ensures the District is able to provide timely and reliable support for all the District's technology long and short term goals including needs related to computing and presentation hardware, operating systems, software licensing, maintenance agreements, and training resources.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the Network Infrastructure and Operational Technology of the District
  - a) Manages all enterprise operations relating to installation, infrastructure, configuration, and maintenance of District computing hardware, software and peripheral equipment (e.g. installation, setup, hardware upgrades, repair, etc.) for the purpose of minimizing service disruption and meeting the District's computing needs.
  - b) Manages Identity, User Experience, and Information Security disciplines across the organization.
  - c) Oversees, establishes, and maintains district wide identity, user experience standards, security practices and procedures.
  - d) Implements and administers all IT policies and compliance.
  - e) Prioritizes and assists in the troubleshooting of daily issues and concerns of users and technology operations; Identify, research, and resolve server and network performance issues according to defined SLA's.
  - f) Prepares and approves all communications regarding updates, outages, and technology user best practices.
  - g) Responsible for direct supervision of other technology related positions.
  - h) Respond to inquiries from a wide variety of internal and external sources for the purpose of providing technical support and expertise in answering questions and resolving issues.
  
- Collaborates and works with District administrators, staff, and users of technology
  - a) Assesses short and long term needs, planning, and identifying technology requirements of the District
  - b) Implements maintenance programs; contract renewals, evaluating and resolving issues relating to acquisition of hardware or software
  - c) Provides teachers, students, and staff with hands-on technical support and troubleshooting, as needed
  - d) Communicates with District management, including site principals regarding status of technology purchases as well as fielding concerns or complaints related to service and/or support.
  
- Assists in the evaluation, selection and purchasing of all District technology and telecommunications equipment.

- a) Works with the Educational Services department to produce instructional and administrative materials; advise and recommend on issues related to technology purchases and implementations
- b) Oversees all technology consultants and vendors. Monitors service contracts and delivery of services.
- c) Oversees the E-Rate Process to ensure timely budgetary items are meeting district goals.

● Performs other duties of a comparable level or type, as required.

- a) Serves as backup for Data-Back-Up and Retrieval; Anti Virus; Email Admin; password control, mobile
- b) Provides professional expertise and assistance to individuals, other District staff, and the community concerning areas of expertise/knowledge.
- c) Attends training sessions, conferences, seminars, District and departmental meetings.
- d) Keeps abreast of changing developments, trends, and technologies.
- e) Manages assigned staff, and assigns tasks, programmatic responsibilities, and projects; evaluates performance, resolves workload and technical issues, and assures that goals are defined and achieved; develops staff skills and training plans, and conducts performance evaluations.
- f) Other duties as assigned.

● Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	<b>less than high school diploma</b>		Bachelor's Degree or equivalent experience required
	<b>High school diploma or GED.</b>		<b>Major field of study or degree emphasis:</b> Computer Science, Information Technology, or other related areas.
	<b>1 year college</b>	<b>2 years college</b>	
	<b>3 years college</b>	<b>4 years college</b>	
	<b>1st year graduate level</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> ● Knowledge of technology hardware and software, network
	<b>2nd year graduate level</b>		

<b>Doctorate level</b>	<p>management concepts and protocols, tools and equipment including telecommunications (voice/data).</p> <ul style="list-style-type: none"> <li>● Knowledge of supervisory and management fundamentals and principles.</li> <li>● Knowledge of District general administrative policies and procedures (i.e. purchasing, documentation, budgeting.)</li> <li>● Possess good organizational skills and to prioritize projects and work</li> <li>● Ability to communicate clearly and concisely, both orally and in writing and ability to develop effective working relationships with staff</li> </ul>
<b>Required Work Experience in Addition to Formal Education/Training:</b>	
Minimum of five (5) years previous and directly related experience.	
<b>LICENSE/ CERTIFICATION</b>	<b>Certification preferred upon hiring: ITIL, CETL, CompTIA</b> <b>A valid driver's license for travel within the school district is required.</b>

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Planning, coordinating, administering and implementing District curriculum technology plans, projects and programs.</li> <li>● Consulting with, advising, and collaborating with staff concerning issues, objectives, goals and strategies for the integration of curriculum technology throughout the District.</li> <li>● Interviewing and interacting with various groups including District faculty and staff, students, community members, and other key stakeholders.</li> <li>● Effectively presenting complex materials in an understandable manner and responding to questions in both individual and group settings.</li> <li>● Communicating clearly and concisely, both orally and in writing.</li> <li>● Writing reports, business correspondence and procedure manuals.</li> <li>● Performing duties with awareness of all District policies.</li> <li>● Defining problems and collaboratively working towards resolution.</li> <li>● Establishing and maintaining professional and courteous working relationships.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Network Specialist	1
2	Technology Support Specialist	2

3	Mobile Web Technology Specialist	1
4	Student Information Systems Specialist	1
5	Technology Assistant	1
<b>TOTAL</b>		6

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 0</b>

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Work is performed in a typical school district office setting where the employee is exposed to minimal environmental or physical hazards or risks associated with performing the requirements of the job.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>		x		
	x			

up to 50 pounds				
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to twenty-five (25) pounds of force occasional and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.