

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
INFORMATION TECHNOLOGY SUPERVISOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Information Technology	C/4/2	Exempt

<u>CLASS SUMMARY:</u>
<p>The Information Technology Supervisor is a stand alone class. Incumbents are responsible for coordinating, managing, and supervising Information Technology and capital improvement projects for the District within assigned functional areas including management of vendors and contractors.</p> <p>Duties include determining project scope and feasibility of Information Technology and capital improvement projects; estimating costs of projects; collecting, reviewing and making recommendations on contract awards; meeting with vendors, programmers and engineers to review Information Technology plans and to discuss bids and projects; serving as a project manager for Information Technology projects including determining schedules and inspecting projects; and, training other Information Technology and District staff on systems and procedures.</p> <p>The Information Technology Supervisor is distinguished from other Information Technology classes in the focus on coordination and management of Information Technology and capital projects.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Provides project management for multiple Information Technology and capital projects District-wide including project budgeting, scheduling time-lines; and ensures material, systems and equipment specifications are met, inspecting workmanship, and providing vendor access after hours.	Daily 30%	C/4
Meets with contractors and vendors regarding bids on Information Technology and capital projects to determine project scope, feasibility, specification, and design; estimates costs, ensures Information Technology specifications and standards are met, and schedules time-lines with vendors.	Daily 30%	C/4
Collects, reviews, and makes recommendations on contract awards.	Weekly 10%	C/4
Meets with vendors, programmers and engineers regarding capital projects including reviewing plans and specifications; creating designs including meeting with outside organizations to discuss projects; discussing bids and budgets; and scheduling timelines.	Monthly 10%	C/4
Trains Information Technology staff, District department staff and school site staff on proper Information Technology guidelines and procedures related to District Information Technology.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

Associate's Degree in Information Technology or related field and five years of advanced Information Technology experience including two years of supervisory experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Driver's License.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Industry standard Information Technology best practices and procedures;
- School campus building codes and specifications;
- Safety and security procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Information Technology best practices and procedures and use of related Information Technology equipment and tools;
- Managing capital improvement and maintenance projects including working with schedules and project timelines;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



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Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

Revised by Human Resources July 2009; Revised by Human Resources 10.19.15

