

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	MANAGEMENT INFORMATION SYSTEM TECHNICIAN
Job Family:	Information Technology
Reports to:	Director of Technology, Information, and Assessment
Salary:	Range 32
Work Calendar:	Classified 12 month

SUMMARY:

Under the general direction of the Director of Program Evaluation/Information Management and within the range of district policies and procedures, the Management Information System Technician works in conjunction with other staff members, office personnel, and contract consultants to provide technical support and maintain the District wide area network (WAN), local area networks (LAN), work stations, student information system, and software applications. The Management Information System Technician provides basic instruction and training on specific district student information software as well as proprietary software applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work effectively with a variety of people with varying levels of understanding of computer systems to resolve computer problems/issues.
- Provide basic instructional in-service training to Student Information System users and support staff.
- Create and maintain Windows Servers based local and wide area networks and voice over internet protocol (IP) infrastructure
- Maintain District hardware and software to support the Wide Area Network.
- Organize and coordinate information for CSIS and CBEDS reporting to the state through the student information database.
- Coordinate wireless WAN and LAN access and services between school sites, the district office, and MCOE.
- Work directly with MCOE technology staff to analyze and communicate network conflicts to ensure smooth, uninterrupted service.
- Provide setup of school site work-stations, install/update operating systems, and configure each for the network
- Install internet services, run wire, set terminators, install switches, and work with routers.
- Input data as required to maintain timely information.

Other Duties:

- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED equivalent required;
- At least one year of working experience as a Computer System Technician or equivalent experience working with computer systems or network systems.
- Successful experience working with a variety of people in relation to computer systems and technology.

Licenses and other Requirements

- At least 18 years of age
- Possession of a valid driver's license (Must submit authorization for License Pull Notice)

Knowledge of:

- Possess a clear working knowledge of the PC (Windows based) and Mac OS computing platforms, as well as mobile OS, including hardware and operating systems with the ability to "troubleshoot" all systems.
- Possess knowledge of district-adopted software;

Ability to:

- Have the physical and mental stamina required to perform well in a stressful environment.

DESIRED QUALIFICATIONS:

- Certification in Windows Servers Networking Systems

WORKING CONDITIONS:

Work Environment:


While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. Driving is required. The employee must be able to meet deadlines. The noise level is usually moderate but can be high at infrequent times based upon the related task.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018