

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Assistant Technology Supervisor	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Technology Supervisor
EDUCATION:	BS in Computer Related Field or AA in Computer Related Field with minimum 8 years Network Experience	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	Assist the District Technology Coordinator and provide advanced support for computers, servers, related technology, and associated services. The emphasis of this position is technical support, although duties will include supervision, programming, and database management.	

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Install, manage, and support servers and information services including: VMware vSphere and Storage Area Network systems, Active Directory, Group Policy, Print server, Exchange, Web sites, Gsuite, Web Filter, and Virtual Desktop, and custom applications.
2. Assist with configuration / management of switches, routers, VLANs, firewalls, and other network systems.
3. Assist, supervise and maintain district local and wide area network.
4. Assist, supervise and evaluate the district technicians and the technology secretary.
5. Assist, supervise the cafeteria program, setup and data integration for district schools.
6. Assist, supervise the setup and maintenance of school cash accounting programs.
7. Assist, supervise the video conferencing network hardware installation and software.
8. Maintenance of Cisco switches and the setup of district wide wireless.
9. Maintain an awareness of current technological trends and developments.
10. Maintain security cameras systems for all schools and others as implemented.
11. Conduct needs assessment of district's technological requirements and recommend appropriate plans and programs.
12. Installation, maintenance, and troubleshooting of all district computers, servers, printers, and network.
13. Cooperate with district staff to provide technology training.
14. Cooperatively work with all staff and contractors.
15. Support maintenance of Vmware servers and supporting network for over 3,500 nodes.
16. Support internet connectivity to all district schools and locations.
17. Install, implement and maintenance of Network and other software programs purchased.
18. Provide technical assistance, support, and feedback to users of technology district wide.
19. Upgrade/update servers as needed.
20. Driving is an essential function of this position.
21. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Demonstrate knowledge of installation and operation of wide area and local area networks.
2. Experience configuring Cisco switching equipment a plus.
3. Demonstrate competency of network software (VMwares).
4. Demonstrate ability to work well with others, skills in time management and customer service.
5. Ability to solve problems, work independently and comply with deadlines.
6. Ability to assemble, install and troubleshoot computer hardware and software.
7. Ability to understand and communicate technical information.
8. Ability to perform a wide variety of complex technical tasks related to the operation and maintenance of networked systems.
9. Ability to manage employees.
10. Be detail oriented and perform complex tasks accurately the first time.
11. Have a comprehensive knowledge of the following:

Microsoft Windows Server, Virtual Servers and Desktop Environments.
VMWARE, Cisco IOS, Cisco UCS, Cisco UCM.
12. Bachelor degree in Computer Science/related field or AA degree in computer science with minimum of 8 years Network experience.
13. Maintain a valid Oregon driver's license.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.			X		
76-100 lbs.		X			
> 100 lbs.	X				
Maximum amount lifted by worker without assistance:					
If required, lifts over ____ lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.		X			
76-100 lbs.		X			

> 100 lbs.	X				
Maximum amount carried by worker without assistance:					
If required, carrying over ____ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					
Distance: ____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside _65___% of the time	/ Works Outside __35___% of the time.
Temperature Extremes: Yes or No (Circle One)	
Works on or around moving machinery or mechanical parts: Yes or No (Circle One)	

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel				X	
Crawl			X		
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps			X		
Climb Ladder			X		
Work at Heights			X		
Reach at or Above Shoulder			X		
Reach Below Shoulder			X		
Use of Arms				X	
Use of Wrists				X	
Use of Hands					X
Grasping/Squeezing				X	
Operate Foot Controls		X			

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				X			
Standing			X				
Walking			X				
Change Positions			X				

