

**WILLCOX UNIFIED SCHOOL DISTRICT
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643**

JOB DESCRIPTION

TITLE:

IT Manager

POSITION SUMMARY/JOB GOAL:

Manages all IT operations. Monitors district-wide IT/telecommunications networks.

REQUIREMENTS:

Bachelors degree in Management Information Systems (MIS), Computer Science or related field and two or more years of experience in an IT environment required; or four years of professional experience in computer programming and computer operations with at least two years in a file server environment. Any equivalent combination of education, training or experience will meet job requirements. FBI fingerprint background check required.

REPORTS TO:

Business Manager

ESSENTIAL FUNCTIONS:

(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)

- Supervises and coordinates staff activities to include performance evaluations, coaching and counseling.
- Monitors all IT operations for problems. Responds to critical issues using management control options and coordinating with appropriate staff members and users.
- Uses management Control Program to check status of all district IT and server operations.
- Manages the coordination of network integration operations with LAN Systems, Database Administration and programming personnel.
- Works with all district departments regarding IT needs and issues regarding IT operations and network integrations.
- Manages all other IT operations including inventory, service and installation of equipment, and licensing of computer programs and software
- Monitors and maintains District infrastructure and network security.
- Performs related duties as assigned.

PHYSICAL TASKS:

Work involves the performance of duties where physical exertion is not always required to perform all aspects of the job. Assistance is available to perform physically demanding tasks if needed. Work involves sitting for extended periods of time, moving from one location to another, reaching, stooping, climbing, bending and holding and grasping. Visual weakness must not prohibit performance of job duties. Verbal communicative ability may be required of public contact positions.

MENTAL TASKS:

Communicates, comprehends, composes and calculates written materials. Performs functions from written, graphic and oral instructions and observation. Analytical problem solving and creative thought process.

EQUIPMENT, AIDS, TOOLS AND MATERIALS:

Uses office equipment such as telephone, computer, printer and copier as well as job specific tools.

WORKING CONDITIONS:

Works indoors, office/school environment, exposure to noise.

Extensive contact with employees, students and public

EVALUATION:

Performance of this job will be evaluated in accordance with the board's policy on evaluation of professional staff (GDO).

APPROVED BY: _____ DATE: _____
(Superintendent)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)