



# **RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT**

## **AGENT: INFORMATION TECHNOLOGY**

### **DEFINITION:**

Under the direction of an assigned Administrator or Supervisor, assist the Lead Agent: Technology Services in providing technology innovation and services to the District; supervise the performance of assigned personnel including technicians and specialists supporting technology in District classrooms and offices; research and deploy new technology into classrooms and offices; manage technology projects and maintain communications with various schools and support sites regarding technology needs; perform other job-related duties as assigned and/or as required.

### **ESSENTIAL DUTIES:**

- Assist the Lead Agent: Technology Services in developing technology and cybersecurity plans and in the management duties of various projects.
- Assist with planning, organizing, controlling, and directing Technology Services.
- Monitor progress toward goal attainment.
- Coordinate technology priorities including new construction and renovations.
- Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs) to include cybersecurity.
- Resolve network related problems.
- Supervise the performance of assigned Technology Services personnel.
- Interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
- Manage, supervise, and coordinate with technicians and specialists regarding technology deployments and the servicing of technology for school and support sites.
- Determine and research technology needs for school and support sites.
- Evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.
- Manage the acquisition, installation, maintenance, and repair of information and communications technology equipment as assigned.
- Negotiate bids for service, installations or other services as needed.
- Provide technical expertise, information and assistance to the administrator regarding assigned functions.
- Assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Serve as technical and administrative resource to operational and instructional users.
- Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assist the Lead Agent: Technology Services with developing and preparing the annual preliminary budget for the department.

- Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned.
- Drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Attend conferences and workshops to maintain current knowledge of emerging technological trends, development, and research.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Planning, organization and direction of Technology Services.
- District school site functions and related needs.
- Project management principles.
- Business partner and vendor management.
- Computer languages and programming fundamentals.
- Principles and operations of LANs and WANs, data communication systems, and related software.
- Installation, maintenance, and repair of technology systems equipment.
- Technology and computer software support related to instruction and administration.
- Operational characteristics and requirements of personal computers and networks and related peripheral equipment for assigned platforms.
- Use of various computer systems and software and their application to established needs.
- Principles, practices, and languages used in communication-oriented computer systems.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

### ABILITY TO:

- Assist with planning, organizing, controlling, and directing Technology Services.
- Supervise the performance of assigned personnel.
- Plan and implement the installation and use of integrated Technology Systems in an educational system.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of technological advances in the field.
- Design, install, configure, and maintain the WANs and LANs.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a Bachelor's degree in information technology, computer science, or a related field.

### EXPERIENCE:

Five years of increasingly responsible networking experience. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Valid networking security certifications.
- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor, office work environment.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 40 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time; but will walk and stand for brief periods.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate micro-computers and business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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