<div align="center">**CAJON VALLEY UNION SCHOOL DISTRICT**</div>

CLASS TITLE: COMPUTER/NETWORK SERVICES SUPERVISOR

BASIC FUNCTION:

Under the supervision of the Director-Technology Services and general direction of the Chief Technology Officer, organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; oversee and participate in the planning, design, set-up, development and modification of computer and network systems; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and supervise operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; prioritize installation, maintenance and repair needs, coordinate project assignments and establish time lines.

Oversee and participate in the planning, design, set-up, development and modification of computer and network systems; supervise the design, installation, operation, maintenance and repair of Local Area Networks (LANs) and Wide Area Networks (WANs); assure proper installation of server and work station software and test applications to assure proper operation.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy and completeness; schedule staff to meet technology needs, priorities and time lines.

Oversee the installation, configuration, upgrading and operation of a variety of hardware, software and equipment including cabling, servers, hubs, routers, switches and applications to enhance and assure proper operation of assigned computer systems; set up new printers, iPods and iPads; install and set up security software and assure proper operation of software.

Provide consultation concerning computer systems, equipment and malfunctions; provide technical troubleshooting, determine type of request, diagnose and provide solutions; provide information concerning related practices and procedures.

Coordinate communications and information between other departments to meet computer hardware, software, peripheral and network system needs; assist users in the proper use of their equipment; provide training for end users in various software applications.

Transfer or migrate user data; backup user data onto an external hard drive or connect old computers to new computers to transfer data via firewire cable; assure users have access to data.

Operate a variety of technical equipment including testers, meters, analyzers and a variety of hand and power tools; drive a vehicle to conduct work.

Communicate with school sites to exchange information, coordinate activities and programs and resolve issues or concerns.

Prepare and maintain a variety of records and reports related to projects, work orders, equipment, systems, personnel, financial activity and assigned duties.

Repair wireless issues including no connectivity, slow internet, error messages and other issues.

Assist in the development of the annual preliminary budget for assigned technology functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Activate drops as needed for computers to access network according to established procedures.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and supervision of operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems.
Principles, methods and procedures of operating computers, networks and peripheral equipment.
Policies and objectives of assigned programs and activities.
System utilities and design and program applications.
Materials, methods and tools used in the operation and repair of computer systems.
Principles, theories and techniques of LAN and WAN design.
Advanced knowledge of software programs.
Principles and techniques of systems and network analysis.
Computer hardware systems and software applications utilized.
Principles and practices of supervision and training.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Technical aspects of field of specialty.

ABILITY TO:
Organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems.
Oversee and participate in the planning, design, set-up, development and modification of computer and network systems.
Train and evaluate the performance of assigned personnel.
Prioritize installation, maintenance and repair needs.
Supervise the design, installation, operation, maintenance and repair of LANs and WANs.
Assure proper installation of server and work station software.
Research and establish communication with existing networks in the Internet.
Organize, establish and maintain a data management, storage and retrieval system.

Provide consultation to personnel and others concerning computer systems, equipment and malfunctions.
Maintain current knowledge of technological advances in the field.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent and five years increasingly responsible experience in network and computer peripherals installation, maintenance and repair activities, including one year experience in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Maintain qualification for automobile insurance coverage.
Apple Desktop Technician certification and A+ certification.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Driving a personal/district vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and view a computer monitor.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling up to 50 pounds and occasionally lift and/or move up to 100 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen