

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Operations Manager Instructional Technology

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist the IT Director in planning, coordinating and supervising IT staff and operations. This position is responsible for assisting with staff supervision, identifying IT needs, coordinating and monitoring technology projects for efficient, effective and successful implementation of information technology projects.

Primary Duties:

This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Coordinate the efforts and resources from technical staff members to maximize the efficient use of resources.

Develop, maintain, and supervises project related work as appropriate.

Serves as project manager for assigned projects; assists in selecting and managing contractors.

Supervises duties of departmental staff and contractors as appropriate.

Provides guidance to personnel in complying with applicable policy, procedures, and standards.

Develops and presents training in the effective use of IT resources.

Assists the director in developing and managing budgets and resource allocation for ongoing IT projects.

Assists the director in developing and managing ITSM/ITIL standards.

Performs specialized technical support, evaluation, and training for emerging technologies

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Attends training, conferences, workshops and meetings as appropriate to enhance job knowledge and skills.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, entering and retrieving computer data

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

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“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; may instruct and supervise assistants as assigned.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

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Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Degree in related field or graduation from a certified or technical program or appropriate industry certification.

Knowledge of advanced principles and techniques of project management, planning, training, budgeting and lead supervision.

Principles and practices of network communications and personal computer hardware.

Advanced principles of mainframe/mid-range computer hardware, operating systems, and system support tools, database management, security and data communications.

Knowledge of common information technology principles and practices in an enterprise.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Possession of a valid Florida driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Five years of experience implementing and supporting complex desktop, network and client/server computer applications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

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“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 50 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to bright/dim lights, dust or pollen, electrical shock, heights, traffic.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Instructional Technology

Supervises:

Instructional Technology Staff

PAY GRADE: From: D137A1 To: D137O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 5/24/2016