ASSISTANT INFORMATION TECHNOLOGY DIRECTOR
(Range 134)

DEFINITION

Provides district-wide administration and coordination of networking, minicomputer and microcomputer planning, installation, support, and security for Library District staff and patrons.

SUPERVISION RECEIVED AND EXERCISED

This is a contract position that serves at the pleasure of the Executive Director.

Receives administrative direction from the Chief Information Officer.

Exercises direct and general supervision over Information Technology staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Stays abreast of current trends and developments in the fields of network systems, security systems, and microcomputer services, file servers, and related systems.

2. Evaluates and provides short and long-term strategic planning for acquisitions, standardization and capacity planning for Library District network systems, minicomputer and microcomputer services.

3. Researches and evaluates network and microcomputer hardware, software, and communications infrastructure.

4. Coordinates network, minicomputer, and microcomputer hardware and software upgrades.

5. Performs and coordinates installation, configuration, and integration of network and microcomputer hardware, software, and security.

6. Develops and monitors performance metrics for network services to ensure continuing efficiency for Library District patrons and staff.

7. Coordinates Local Area Network (LAN), Wide Area Network (WAN) management functions, and Internet/intranet service provisions.

8. Assumes responsibility for the Information Technology Department in the absence of the Chief Information Officer.

9. Exercises decision making skills including policy and procedure interpretation, trouble ticket prioritization, reallocation of Information Technology staff and Library District information resources and budget analysis.

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10. Assists in the planning, developing, and implementation of the strategies for continued and improved network system efficiency.

11. Assists in the preparation of the Library District's Technology Plan and other analytical and statistical reports.

12. Interacts extensively in person, and over the telephone with patrons, district-wide staff and management, outside governmental agencies, vendors, and other libraries.

13. Supervises, directs and trains subordinate staff to correct deficiencies, disciplining, and completes performance evaluations.

14. Performs and schedules the maintenance and performance of network and microcomputer backup, repair, and recovery procedures for all applications and software.

15. Assists in the planning, developing, and implementation of the Information Technology Department goals and objectives in conjunction with the Library District's Strategic and Technology Plans.

16. Assists in preparing, submitting, and maintaining the Information Technology Department budget and adheres to established Library District objectives in such, including the Department's service level agreement.

17. Coordinates in service training as it pertains to network and microcomputer hardware and software.

18. Interprets, and implements Library District policies and develops and implements Library District and Information Technology procedures.

19. Responds to inquiries and complaints from staff and patrons in a courteous and timely manner.

20. Attends or conducts staff and other miscellaneous meetings.

21. Operates and utilizes office equipment including but not limited to: personal computer, the Internet, e-mail, copy machine, telephone, and facsimile machine.

22. Maintains a safe environment for Library District patrons and staff.

23. Perform a variety of information assurance/security responsibilities in support of the Library District, including assessing, tracking, reporting, and correcting vulnerabilities that are identified by CERT, SANS Institute, NIPC, vendors, etc.

Marginal Functions:

1. Serves as a technical resource to Library District patrons and staff.

2. Attends and participates in professional group meetings.

3. Performs minor maintenance and repairs on microcomputer equipment and peripherals.

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4.   Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1.   Network and microcomputer operations and peripheral equipment associated with network and microcomputer systems.

2.   LANs, WANs, network security products, multimedia work stations, remote access systems, data cabling topologies, electrical systems, Internet service, firewalls, operating systems, and network management tools.

3.   Current trends and developments in the fields of network systems and microcomputer services.

4.   Modern and complex principles and practices of computer programming and database design.

5.   Project planning principles and cost benefit analysis for proposed network growth strategies.

6.   Pertinent Federal, State, and local laws, codes, and regulations.

7.   Research techniques and the sources and availability of current information.

8.   Effective supervisory techniques and practices.

9.   Library District and Information Technology Department policies and procedures.

10.   Library District terminology and functions.

11.   Basic accounting principles and procedures.

12.   Principles of budget development, administration, and control.

13.   Correct English usage, spelling, punctuation, and grammar.

14.   Basic Information Technology practices.

Ability to:

1.   Evaluate and provide recommendation for hardware and software acquisitions and upgrades for the Library District.

2.   Recognize equipment malfunctions and software errors.

3.   Maintain, repair, and troubleshoot network and microcomputer hardware and software.

4.   Learn quickly.

5.   Analyze and interpret complex and technical materials.

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6. Work under pressure and meet deadlines.

7. Perform multiple tasks concurrently.

8. Work quickly and accurately.

9. Exercise initiative and discretion.

10. Organize and review work for efficient results.

11. Supervise and direct the work of subordinate staff.

12. Accept and manage change and maintain flexibility.

13. Interpret, explain, and apply the Library District and Department policies and procedures.

14. Work both independently and as part of a team.

15. Understand and follow oral and written instructions.

16. Prepare clear and concise reports.

17. Effectively perform the full range of Microcomputer Technician duties.

18. Establish and maintain effective working relationships with those contacted in the course of work.

19. Communicate clearly and concisely, both orally and in writing.

20. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.

21. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

    --standing, walking, or sitting for extended periods of time;

    --bending, reaching, stooping, and pushing;

    --lifting and carrying;

    --operating assigned equipment.

22. Maintain effective auditory and visual and perception needed for:

    --making observations;

    --communicating with others;

    --reading and writing;

    --operating assigned equipment.

Skilled in:

1. The use of network computer systems and associated peripheral equipment.

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2.   The use of microcomputers and associated software.

Training and Experience:

Bachelor's degree in any related field required. Four (4) years of progressively responsible network systems and microcomputer services experience, including at least three (3) years of supervisory experience required; experience working with minicomputers, Internet services and Microsoft Server.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds) and moderate lifting (12 - 20 pounds); occasional heavy lifting or moving (50 - 100 pounds); frequent bending, stooping, reaching, and pushing; the continuous operation of hand or power tools to very exacting tolerances, calling for full coordination of sensory and manipulative ability; and standing or utilizing a keyboard for extended periods of time.

Tasks require depth perception, color perception, sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: **EXEMPT**

CBA: **NONE**

DEVELOPED: **JULY 1, 1995**

REVISED: **JUNE 12, 1997**
JANUARY 16, 1998
JUNE 16, 1998
AUGUST 30, 1999
AUGUST 7, 2002
NOVEMBER 8, 2006
APRIL 24, 2008
OCTOBER 7, 2017
MARCH 12, 2018

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