

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Information Technology Liaison	REPORTS TO:	Executive Director, Information Technology
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	044 OTBS
ISSUED:	January 13, 2004		

BASIC FUNCTION:

Provide technical guidance and liaison between school sites and the Information Technology Department; assist in planning, organizing, developing, and implementing technology support to schools in a variety of areas related to the District-Wide Applications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide technical guidance and liaison between school sites and the Information Technology Department. **E**

Assist in planning, organizing, developing, and implementing technology support to schools in a variety of areas related to the District-Wide Applications. **E**

Work with schools and departments to design hardware and software solutions for classroom and support staff needs. **E**

Assist school sites with technology needs assessment. **E**

Troubleshoot network systems and identify and correct problems. **E**

Assist in developing short- and long-range plans for increasing higher levels of support and service through the use of technology. **E**

Assist in managing special projects affecting district-wide programs and activities; serve on district-wide committees, task forces, and panels. **E**

Acts as a district resource. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of high school supplemented by satisfactory completion of courses in the use of microcomputers and applications, data communications technology, and problem determination and three years of progressively responsible experience implementing and maintaining a network system such as Novell, Microsoft, or Macintosh. Additional training or experience in media technology, telecommunications, or other related field is required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of LAN hardware and software.

A variety of operating systems, languages, and applications.

Network components wiring and cabling methods, concepts, and various applications.

Software and hardware tools.

Reading and writing English communication skills.

ABILITY TO:

Troubleshoot network systems and identify and correct problems.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or school site setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; occasionally lifting heavy objects.

Job Code (6707)

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