

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Physical Plant Operations Information Systems Supervisor	<b>REPORTS TO:</b>	Manager, Auxiliary Services Controls
<b>DEPARTMENT:</b>	Facilities Planning and Construction/ Auxiliary Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	048 AASD Supervisors'
<b>ISSUED:</b>	June 28, 2011		

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**BASIC FUNCTION:**

Plan, organize, develop, and implement technology support for comprehensive information systems for Physical Plant Operations; support and participate in the development of plans and objectives related to the department's systems services; supervise and evaluate the work of assigned staff.

**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**

Plan, organize, develop, and implement technology support for comprehensive information systems for the Physical Plant Operations department. **E**

Design specifications and supervise development of new automated systems to meet short and long range goals, including but not limited to management systems within Physical Plant Operations and interface with other Auxiliary Services management systems and district-wide applications. **E**

Oversee the installation and maintenance of technology systems hardware, software, and related peripherals and devices. **E**

Assist the division with optimizing the use of information systems; serve as the division's expert in this area; provide guidance and training to information systems users. **E**

Oversee accurate and timely update of databases. **E**

Oversee and facilitate development for all web-based applications including site web page and publicly used systems. **E**

Maintain system security by controlling access. **E**

Serve as liaison with the district's information technology department and initiate site changes based on district wide applications. **E**

Select, train, supervise, and evaluate performance of assigned staff. **E**

Represent the department and act as liaison with district divisions, departments, and committees and with other public agencies. **E**

Evaluate new equipment and negotiate purchases with vendors. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from a four year college or university with a degree or related coursework in information systems, programming, business administration, public administration, or other related field supplemented by coursework in systems analysis and programming and four years of progressively responsible information technology experience.

**LICENSES AND OTHER REQUIREMENTS:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Database design, systems design, and fourth generation database languages.  
Technical aspects of field of specialty.  
Reading and writing English communication skills.

**ABILITY TO:**

Apply good organizational skills.  
Determine priorities in coordinating and scheduling activities.  
Exercise sound judgment in making recommendations.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationship with district staff and other agencies.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting.

**PHYSICAL REQUIREMENTS:**

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

Job Code 8019  
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