Seward County Community College/Area Technical School

Structured Compensation - Job Description

Department:	Information Technology	Grade: 13
Reports To:	Dir. Of Information Systems	Classification: Exempt
Supervises:	Direct: Indirect:	
Approved By:	CEO	Effective Date: 5/5/1999
		Revised Date: 7/17/2007

Role:

Overall responsibility for maintaining the networks, servers, operating systems and communication links. Manage the staff and resources dedicated to supporting office automation, PCs and end-user equipment, network and systems security and database administration.

Essential Functions & Responsibilities:

35%   Provides primary support for the company's network and PC/LAN servers which includes planning, implementing, maintaining and troubleshooting network and system hardware and software.

20%   Participates in short and long-range planning for the department to select and utilize appropriate technologies to meet the evolving needs of the company and its customers.

20%   Manages staff responsible for planning, implementing, maintaining an otherwise supporting the VAX system, PC hardware and software products, wide area communications, database systems, network and systems security and access controls.

10%   Oversees the maintenance of hardware and software at the company's disaster recovery site and provides technical support for disaster recovery testing.

10%   Directs significant special projects as required and performs other related duties as assigned.

5%   Performs other job related duties as assigned.

Performance Measurements:

1. To assure prompt response to and recovery from systems and network related production interruptions, across multiple hardware platforms, networks and operating systems.
2. To encourage all subordinates to expand their versatility and value through training and varied assignments.
3. To identify opportunities to improve services to the company and/or its customers through use of new products and technologies.
4. To anticipate system and network security/integrity risks and assure adequate safeguards.
5. To maintain and develop a qualified staff sufficient to meet the needs of the departments operations.
6. To complete performance reviews within the prescribed time frame.

Knowledge, Skills and Abilities:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.

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<u>Knowledge, Skills and Abilities:</u>   (continued)

Other Skills	1. Previous data processing experience including networks, PCs, data communications, mainframe and PC programming and data organization. 2. Technical planning, project management and supervisory experience. 3. Ability to discuss technical issues effectively with other data processing professionals as well as non-technical users. 4. Demonstrated analytical and problem solving skills. 5. Ability to work and travel independently and use general office equipment, give speeches and make presentations.
Physical Requirements	
Work Environment	

<u>Disclaimer</u>

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

Printed Employee Name   Date

Employee Signature