

**CHICO UNIFIED SCHOOL DISTRICT
INFORMATION SERVICES SUPERVISOR**

DEFINITION

Under general direction of the Superintendent or their designee, to plan, organize, supervise and participate in the functions and activities of the District information, technology infrastructure and cybersecurity operations; to evaluate, modify, maintain and implement enhanced information and data system software and hardware; to provide assistance and training to end-users and information technology personnel; and to do other related work as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Plans, organizes, supervises and participates in the District information, telecommunications and technology programs and services.
- Analyzes and evaluates software packages and update versions of the computer operating systems to determine the feasibility of modifying existing hardware and system software.
- Consults with the technical, administrative, and end-user personnel in the development of alternative solutions to problems and situations affecting the information system performance and user needs.
- Implements cybersecurity improvements by assessing current situation; evaluating trends; anticipating requirements.
- Plans, organizes, and prepares software, network documentation and user operating instructions.
- Participates in the planning, development, and preparation of operational goals and objectives, result requirements, technology standards, operational procedures, and system performance expectations objectives.
- Participates in developing, implementing, debugging, and maintaining telecommunication, database, network, and other system software, which may include the diagnosis and correction of software and hardware problems.
- Assists in the development of technical specifications to be used in software and hardware proposals and quotation requests.
- Performs system performance analyses and recommends system enhancements and action to overcome result deviations.
- Monitors, audits, supervises and evaluates the performance of information and data processing personnel and assists them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, theory, design, and optimal performance of operating systems, hardware and related software;
- Principles, theory, techniques, and strategies of data system analysis and design;
- Software, operating, database, network, and telecommunication systems;
- Cybersecurity best practices, including development, testing, analysis, and implementation of cybersecurity systems;
- Technical writing and training methods, techniques, and strategies;
- Research and development strategies and techniques.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Effectively and efficiently analyze, evaluate, modify, and adapt system software enhancements;
- Analyze user informational needs and problems, and design clear and logical systems in meeting specific requirements;
- Plan, organize, and prepare technical documentation, operating procedures, and management related reports in a clear and concise manner;
- Communicate effectively in oral and written form pertaining to a variety of technical concepts;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

- Four (4) years of experience in information system management, technology infrastructure and cybersecurity, including one (1) year in supervisory capacity.

Education:

- Bachelor's degree or higher from an accredited college or university with an emphasis in computer science, telecommunication, business administration, or a closely related field desired.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple work sites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 25 years of age to drive District vehicle.

PHYSICAL DEMANDS:

Essential duties require the following physical skills and work environment:

- Exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound.
- Near and far vision, depth perception.
- Providing oral information.
- Manual dexterity to operate business related equipment as handling and working with various materials and objects are important aspects of this classification.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.