

ANNOUNCEMENT OF VACANCY – Non Affiliated

THE POSITION: **Technology Supervisor**

DESCRIPTION: This person under general direction will design, support, maintain, and evaluate the computer networking and telecommunications systems; install, configure, and maintain physical and virtual servers; maintains the district network, email, and telephone systems; assigns and realigns work tasks; executes the CPS Technology Plan under the district's Strategic Plan; and performs other related duties as assigned.
This is an 8 hour/day, 260 day non-affiliated position; hourly wage not less than \$21.50/hour.

CREDENTIALS: A degree in a Computer Technology field is preferred but not necessary; the successful candidate must have or demonstrate knowledge in computer operation and networking; work experience with wireless networking; and, have the ability to operate computer software and hardware. Experience in all areas of local and wide area networks management and administration including system configuration, setup, troubleshooting, planning, designing, implementation, and user support.

DEADLINE: Application, credentials, and three letters of reference will be accepted immediately. The vacancy will close when a suitable candidate is hired.

TO APPLY: For an application form and further information including a job description, please email, write, call, or visit the district website:

Linda Miars, Executive Secretary
Colstrip Public Schools
PO Box 159
Colstrip, MT 59323
Linda.miars@colstrip.k12.mt.us
<http://colstrippublicschools.org>
(406) 748-4699 x3400



The Colstrip Public Schools is an Equal Opportunity employer.

Colstrip School District Position Description

Position Title: Technology Supervisor
Department: District Server Center
Reports To: Director of Technology

SUMMARY:

This person will be responsible for establishing and maintaining district-wide technology including the district network components, computers, and other technology as deemed necessary.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy on evaluation of classified personnel.

DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Oversee district technology including troubleshooting, diagnosis and repair of network and hardware problems
- Establish procedures for setting up and installing new workstations, servers and software
- Establish procedures for setting up and maintaining user network and email accounts
- Coordinate hardware, software, and networking purchases
- Demonstrate knowledge in TCP/IP
- Use and troubleshoot server switches, hubs, printers and scanners
- Oversee the maintenance and support of Windows, Cisco and Macintosh hardware and software
- Oversee technical support to end users
- Perform product evaluations
- Oversee setup and management of Active Directory
- Ensure network security
- Establish and monitor group policies and local security policies
- Monitor network performance and efficiency
- Plan for technology growth and expansion
- Update job description annually
- Other duties as assigned

EDUCATION and/or EXPERIENCE:

- Experience and/or education in computer operation and networking
- Ability to operate and maintain computer software and hardware
- 2 years of experience with Windows 2000 Domain environment

OTHER SKILLS and ABILITIES:

- Ability to work as a team player
- Ability to communicate effectively
- Ability to handle multiple tasks at one time
- Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

Sitting

Lifting

Sitting in front of a computer for long periods at a time

Varied temperature environment