

## INFORMATION & COMMUNICATIONS SYSTEMS SUPERVISOR

### BASIC FUNCTION:

Under the general direction of the Associate Vice President for Educational Technology and Library Services coordinate and perform professional and technical services related to managing the District's communications and information technology. This position serves as a working supervisor to plan, implement, analyze, maintain and support the College-wide computer network. (e)6(,)-82 ordeetle3.9



## ABILITY TO:

Plan, implement, analyze, maintain and support the College network, Datatel system and related operating systems.

Supervise and coordinate department functions including user requirements, prioritizing, work load management, quality assurance, and configuration/change management

Design and implement networks, provide connection for LAN and WAN and related applications.

Install and configure complex data equipment.

Troubleshoot and isolate network failures, perform network traffic load balancing and configuration.

Supervise, train, provide work direction and evaluate personnel.

Communicate effectively both orally and in writing.

Expedite software upgrades and enhancements to facilitate user requirements; may prepare complex IT system technical specifications

Use performance monitoring software and interpret results.

Document procedures and technical information and publish same network.

Apply the principles and techniques of computer programming to future planning and day-to-day operations

Prepare flow charts, work flow and project management diagrams.

Manage the writing of 2(tlr-2( Td [(r)97l(p)-4(r)-1(a d)-4-r)97lch)-4(e)-10e(t)-6- softwareapxplicati

**PHYSICAL DEMANDS:**

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting moderately heavy objects.

**CLASS HISTORY**

Established: June 2007

**CLASS DATA**

EEO Category:

Bargaining Unit: Supervisors

FLSA: Exempt