



Job Title: **Manager – Systems Integration**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 2

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide leadership in implementing, optimizing, and monitoring District enterprise software systems in order to achieve the District's mission and strategic aims.

ESSENTIAL JOB FUNCTIONS

- Confers with IT managers, analysts, programmers, technicians, and pertinent personnel in other departments to design system integration solutions and/or custom systems to address District data exchange, data access, interoperability, and functionality requirements.
- Confers with IT managers, analysts, programmers, technicians, vendors, and pertinent personnel in other departments to modify existing systems software to correct errors, adapt systems to new hardware and operating systems, or to improve systems' performance.
- Analyzes users' requests for additional technical functionality and infer the required software/hardware to attain that functionality in order to determine the feasibility of custom system development versus purchase of commercially produced or vendor hosted systems.
- Periodically consults with key personnel in other departments to discuss anticipated demands for system enhancements in order to anticipate future technical functionality requests and to alert IT personnel that would be involved in purchasing and deploying or developing new systems to provide that additional functionality.
- Coordinates software systems installations and monitor initial system functioning levels to ensure performance specifications and user expectations are met.
- Designs, develops, and modifies software systems as required, using current computer science theory and industry analytical tools to predict and measure the consequences of system design choices.
- Develops and directs software system testing and validation procedures, programming, and documentation.
- Analyzes information to determine, recommend, and plan computer hardware specifications and layouts, and peripheral equipment modifications for enterprise level District systems.

- Supervises the collaborative effort of designated analysts, programmers, and technicians when they are engaged in assigned system deployment, system integration, or custom system development activities.
- Obtains and evaluates information on factors such as reporting formats, costs, and security needs to determine hardware/software configuration.
- Determines enterprise software system performance standards.
- Stores, retrieves, and manipulates data for analysis of system capabilities and requirements.
- Monitors, evaluates, and reports on the technology services delivered by personnel assigned to system development and deployment to ensure that the IT Department's performance remains within the parameters set in service level agreements.
- Monitors, evaluates, and reports on the availability and capacity of enterprise software systems to ensure high availability of data and resources.
- Conducts long-range planning on the specifications, design, and installation of enterprise software systems.
- Provides project management for planning, implementing, improving, and maintaining enterprise software systems.
- Efficiently conducts research, collaborates with colleagues, and analyzes technically and instructionally complex problems in order to effect solutions.
- Analyzes and acts on data collected through the use of tools and strategies designed to measure customer satisfaction and quality of technology services delivered by the department to improve effectiveness and efficiency.
- Provides coordination and direction for the installation and maintenance of District enterprise software systems.
- Works with appropriate District personnel in the deployment of effective enterprise software systems that address the communications, public access, service delivery, and instructional functions of the District.
- Works with appropriate District personnel to implement grant applications that address the District's mission and strategic aims.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Represents the Information Technology Department in local, state, or national meetings and conferences.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to concerns and inquiries in a timely manner.
- Communicates with vendor technical support to resolve hardware and software problems.
- Disseminates information and current research to appropriate personnel.
- Manages own time and the time of others effectively.
- Selects and uses training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Refers to professional journals and other current research to determine appropriate uses of technology applications in education.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.

- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Refers to professional standards and practices to design and maintain efficient enterprise software systems.
- Assists in annual performance appraisals of personnel assigned to enterprise software system deployment and development activities and makes recommendations for appropriate professional growth of those personnel.
- Receives objectives for the department and priorities for specific projects from the Coordinator – Technology Services.
- Works in a proactive and self-directed manner to plan and carries out technical and curricular objectives and priorities of the department and District.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Follows the policies and procedures of the Information Technology Department and all School Board policies, rules, and regulations.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent, Bachelor's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science, Engineering, or related field preferred.
- Minimum of five (5) years successful experience in dealing with technology support in schools and offices and providing enterprise system services to multiple sites.
- IT professional certification from at least one vendor from a vendor list maintained by the Director – Information Technology.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display comprehensive knowledge of current industry programming, scripting, and markup languages; operating systems (server, network, desktop, mobile, etc.); Web services protocol stacks and technologies; relational database structures and query languages; virtualized environments; network protocol stacks; and secure data exposure/access/exchange techniques.
- Requires the ability to analyze and evaluate software system performance and provide enhancements or corrections.
- Requires the ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Requires the ability to display knowledge of project management practices and tools to facilitate implementation of computing systems.
- Requires the ability to display communication skills necessary for working with IT personnel and all District administrators and departments.
- Requires the ability to display knowledge of Florida Statutes, School Board policies, state and federal regulations, and professional standards related to assignment.
- Requires the ability to use considerable judgment in developing methods or techniques for performing work.

- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to repair, develop, or install computer hardware or network systems and complex software or management information systems and supervise the repair, development, and installation.

PHYSICAL DEMANDS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 30 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering grasping, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: