

JOB TITLE: TECHNOLOGY SERVICES MANAGER

JOB DESCRIPTION:

This employee is responsible for the operation of the Technology Services Center, Department of Instructional Media, and for specifications, repair and maintenance of technology equipment and related network systems owned and operated by the School Board.

Duties of this position include but are not limited to:

1. Planning, developing and implementing district-wide technology services for repair and maintenance of technology equipment and related network systems.
2. Formulating recommendations for employment, assignment and performance evaluation of technology services center personnel.
3. Developing and implementing a systematic program for improving and updating the skills of technology service technicians.
4. Formulating and implementing a system of record keeping for services performed in the repair and preventive maintenance of technology equipment and related network systems.
5. Developing and implementing a plan for ongoing specification, ordering and inventorying of replacement parts, tools and other service related equipment.
6. Assisting in the instruction of school and district personnel in the use and care of technology equipment and related network systems.
7. Providing design and specifications consultation to district and school educators for technology equipment and related network systems such as CCTV, computer networking, etc.
8. Providing on site supervision and performance evaluation of technology systems installations, based on design specifications.
9. Attending technical workshops and service institutes as required.
10. Performing other duties as assigned by the director.

REQUIRED QUALIFICATIONS:

1. Five years experience in technology related services.
2. Ability to work effectively with personnel on all levels.
3. Satisfactory completion of a technical training program in electronic equipment repair.
4. Advanced training in electronic services for technology equipment and systems.
5. Appropriate valid Florida driver's license.

DESIRED QUALIFICATIONS:

Demonstrated leadership and supervisory ability.