

Communicate with administrators, personnel, school districts and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of computers, servers, peripherals and specialized software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; consult with administrators in the planning, operation, maintenance and modification of internet and mail systems and web services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of internet and mail services for the County Office and local school districts including the development, operation, analysis, maintenance and repair of related computer and network systems. Principles, practices, procedures and techniques involved in the programming, design, development and maintenance of websites.

Computer systems and networking standards utilized by County Office and local school districts. Applicable types of cabling, operating systems, servers and network design.

Computer graphics, page layout, image scanning, audio applications, HTML, text editors, scripting, database design and programming languages and software used in web page development.

Principles, methods and procedures of operating computers, networks and peripheral equipment. System utilities and design and program applications.

Customer service and help desk standards, practices, techniques and procedures.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of administrative supervision and training.

Basic budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct internet and mail services for the County Office and local school districts including the development, operation, analysis, maintenance and repair of related computer and network systems.

Coordinate, direct and participate in the design, development, updating and maintenance of the County Office website and related web pages.

Supervise and evaluate the performance of assigned personnel.

Direct and participate in determining proper content and artistic and visual layout for web pages to maximize effectiveness and meet various County Office strategies, goals and objectives.

Plan, organize and direct the planning, design, development and modification of internet and mail

network systems.

Direct the investigation, troubleshooting, diagnosis and repair of system problems and malfunctions.

Direct and participate in a variety of network administration activities including establishing and maintaining user accounts, email accounts, internet connectivity and security applications. Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of various records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and five years increasingly responsible experience involving the programming, development, operation, analysis, j -72 Tc 0.0272 Tw T* (Oports and fil6.3885 iegrestriuswbrelieence inTienc969 and mal0on eq28ed)Tj 0.0004