

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** MANAGER OF SYSTEMS

**WORK YEAR:** 12 Months

**VACATION:** 27 Days

**SALARY:** Range 21

**REPORTS TO:** Chief Information Officer

### **BASIC FUNCTION**

The Manager of Systems is responsible for the Database Administration, Office Automation, Systems Analysis, and Systems Integration functions in order to deliver reliable computing and communications services throughout the District. The position manages staff, budgets, and vendors required to provide effective implementation, training, and documentation for client server based applications. Except during periods of illness and personal leave the individual is on call and responds to problems 24 hours a day, seven days a week.

### **REPRESENTATIVE DUTIES:**

Manages the development and integration of computerized information systems solutions for the District.

Reviews requirements and specifications for business, administrative and other core processes.

Establishes programming techniques and procedures for working within the District's hardware and software architectures.

Confers with end users and studies effectiveness of systems flow, data usage and manual or automated processes to identify ineffective or inefficient systems.

Coordinates the communication between end users and staff during the analysis, definition and development phases.

Oversees all aspects of end user consulting, systems analysis, general systems design, and detail systems design.

Learns user functions, organization and role in the District to the extent required.

Determines the economic and operational feasibility of using computerized methods to satisfy information needs.

Provides input to and review of NIS technology policies as they relate to issues of data architecture and data security.

Develops and reviews NIS standards for Database Administration and End User Computing.

Reviews backup procedures as they relate to database recovery and retention needs.

Assists in the resolution of application and system software problems impacting client server, production systems and networks, as required.

Manages special projects for the CIO as requested

Presents proposals for new systems or the enhancement, improvement and/or replacement of existing systems.

Informs senior management of potential problems before they occur and communicates possible solutions.

Trains, supervises, assigns projects, and evaluates staff to maintain optimum performance of job duties.

Performs all responsibilities within the guidelines of district policies, regulations, and procedures.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methodology.

Tools.

Monitoring and compliance tools for mainframe and client server.

Data security for workstations, servers, and networks.

##### **ABILITY TO:**

Analyze mainframe and client server technologies.

Document potential tactical and strategic use of new technologies.

Write and review technical policies and standards.

Establish and meet schedules and timelines on assigned projects.

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

Effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Interpret a variety of instructions furnished in written, oral, or diagram form.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree (B.A.,B.S.) from a four-year college or university, ten to twelve years related experience , or equivalent combination of education and experience.

A computer science, telecommunications or related degree is desired with in-depth knowledge in at least one of the District's key hardware and software systems architectures. Requires a minimum of five years experience in programming and three years supporting client server based systems . Experience with Windows based word processing and spreadsheet software is required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****Environment:**

Indoors with some travel to other District sites.

Must provide own transportation to conduct work.

**Physical Abilities:**

Seeing to perform activities.

Hearing and speaking to exchange information.

Lifting to move computer equipment.

Dexterity of hands and fingers to operate a computer keyboard.