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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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September 16, 2021

NOTICE OF CLASSIFIED MANAGEMENT VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: Director of Technology Systems

Under the direction of the Assistant Superintendent, this position manages, evaluates, and coordinates all aspects of the district's network operational infrastructure, server infrastructure, and technology equipment. Supervise and evaluate assigned technology staff.

POSITION

CRITERIA:

The most qualified candidates will meet the job description requirements and the following criteria:

- Coordinate with the Assistant Superintendent the implementation of the District Technology Plan as it relates to technology priorities and goals, systems, systems analysis and operational services and support including the integration of technology, professional development, technical infrastructure, technology accountability, technology funding and resources.
- Manage the district-wide server and client systems, backup, archiving, disaster recovery for the LAN/WAN environment, infrastructure software and hardware troubleshooting & support.
- Perform complex troubleshooting, backup, archiving, and disaster recovery for the LAN/WAN environment.
- Manage the district Wi-Fi system, Google E-Mail system, district messaging system, security camera system and user security training and testing.
- Plan, organize, install and maintain all district-wide technology including local and wide area networks.
- Implement, maintain, and monitor district-wide network and server security.
- Design, plan, integrate, test, implement, document and enhance the physical and logical components of a large complex system or network. This may involve the analysis and evaluation of systems software, hardware and communication strategies.
- Implement and maintain a scheduled preventive maintenance plan for all applicable software and hardware components.
- Coordinate implement, maintain, and monitor district-wide infrastructure disaster recovery.
- Create and maintain district-wide infrastructure documentation and software/hardware procedures.
- Coordinate and maintain district-wide structured cabling system and assist in documentation of the cabling system.
- Work with the Director of Educational Technology on the implementation and maintenance of content filtering technology.
- Support management and use of Student Information Systems.
- Assist with grant requests for technology funds and ensure compliance with the grant criteria.
- Coordinate operations, and procedures related to District technology plans and needs for effectiveness, making modifications to increase operational efficiency.
- Attend and participate in meetings involving District technology plans and needs.
- Meet schedules and timelines and perform related duties as assigned.

EFFECTIVE: **ASAP**

REQUIREMENTS:

A degree from an accredited college or university, preferably with a major in a computer science, management information systems, or a closely related field. Graduate degree(s) preferred. Three years' experience planning, operating, and managing a technology information and network operational infrastructure and server infrastructure program including experience coordinating technical personnel and supporting technology in an educational setting. Demonstrable expertise and formal training with network operations and maintenance and server maintenance. Two years of school experience managing or working in a Student Information System preferred. Possession of a valid California Driver's license. Certified Network Engineer Certificate desirable. Computer licensing or certification desirable such as but not limited to Microsoft Certifications, Cisco Certified Network Associate, A+, Security+, or other related Industry Standard Certifications. Valid CPR/First Aid Certification desirable.

WORK DAYS: 222 work days per year ~ an exempt and salaried classified management position with an anticipated work schedule of Monday through Friday 8:00am-5:00pm
(8 hours a day/5 days a week)

SALARY AND

BENEFITS:

1.0 FTE, Placement according to the PGUSD Management Salary Schedule for Technology Systems Coordinator.

Ranges from \$ 121,369 - \$ 131,673. Placement based on experience. Benefits include partially paid health, dental and vision insurance

DEADLINE: **October 7, 2021**

APPLICATION:

Please submit a complete application packet online at www.edjoin.org:

Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950
PHONE: 831-646-6507 FAX: 831-646-6527
District website: www.pgusd.org

A complete management application package includes a cover letter, edjoin application, current résumé, copy of College degree(s), copy of transcripts and 3 current (within last year) letters of recommendation.

District employees need only submit a letter of interest (updated résumé and copy of College degree is recommended)

**** Incomplete application packets will not move forward****

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.