



Job Title: **Technology Consultant Levels 1-4**

Department: **Information Technology**

Supervisor: **Director of Information Technology**

Lane Placement: **ESP Lane 17-20**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 3**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Information Technology, the Technology Consultant is responsible for providing experienced software design, debugging, development, documentation, maintenance and quality assurance for enterprise applications and systems. Monitors enterprise database performance, recommends and implements appropriate tuning changes and configurations. Provide supervision, coaching, training and mentoring to development staff. Mentor and coach Information Technology Deployment Team members. The Technology Consultant will work to improve the structure and efficiency of the Information Technology departments systems.

ESSENTIAL FUNCTIONS

- Recruit, develop and manage teams of highly educated and trained employees.
- Oversee schedules, priorities, and assignments to ensure efficient operation and achievement.
- Establish and maintain effective collaborative relationships with supervisors, other departments, staff, and the public.
- Maintain knowledge of administrative principles and practices including goal setting, the formal bid process, and program budget development and implementation.
- Project management including monitoring project progress, and resolving problems to ensure quality standards as well as the assessed needs of the user are met.
- Supervises the development team personnel and acts as a coach and mentor.
- Designs, develops, debugs, maintains and tunes for performance the enterprise computer applications and databases as determined by project priorities set by the District administration. Applications include business intelligence, payroll, human resources and insurance; fixed asset auditing and tracking, general ledger accounting, online purchasing and warehouse inventory, accounts payable, student demographic, scheduling, fees, grading, attendance and testing data management systems.
- Designs, develops and maintains complex computer systems and reporting systems to support schools in data-driven decision making.
- Training individuals and groups on technical material, policies and procedures.
- Meet with users to determine quality of service and to identify needs.
- Develops computer programs to ensure complete data integrity and oversees the production and submission of reports to meet state/federal mandates and requirements.
- Enhances development staff competence through fostering team work; mentoring and coaching team members; answering technical and procedural questions for less experienced team members; teaching improved process and facilitating cooperative project programming.
- Develops, maintains and oversees the management of technical documentation in support of computer applications, database configuration/management and other critical systems.
- Analyzes user needs and develops recommendations in determining training needs, process changes, programming development and/or maintenance projects and priorities, along with other technology related needs expressed by user requests.
- Builds programming project estimates using existing resources.

- Database Administration including analysis, definition of data entity relationships, data flow diagramming, data security, calculating optimum values for database parameters, data dictionary development and rebuild/reorganize databases for upgrades and maximum performance and efficiency. Monitors database performance, recommends and implements appropriate tuning changes and configurations.
- Develops plans for and installs, configures, maintains and tunes enterprise-level administrative office application (i.e. e-mail; business intelligence, document imaging, transportation and student boundary management, substitute calling system, etc.).
- Applies advanced technical logic and problem solving skills in troubleshooting and resolving incidents across a broad range of computer applications and server systems.
- Designs, implements and tests application and server system security including hardening of systems, penetration testing and intrusion detection.
- Develop and manage business continuation/disaster recovery, including backup scheduling, continuity and contingency planning and evaluation.
- Support System Administration team with installation, configuration, performance monitoring and systems tuning for UNIX, Windows and Macintosh enterprise server farms and desktops, Web servers, Large Scale SAN implementation and supportive infrastructures.
- Provides input into both short and long term technology planning efforts for the District.
- Assists the District Administration in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's degree in computer science, software engineering, information management or related field.
- Requires five (5) years job related work experience with demonstrated competence.
- Experience with a fourth generation language, relational database and contemporary programming languages are required.
- Experience with educational administrative applications, K-12 experience preferred
- Requires extensive knowledge of UNIX, Windows and Macintosh environments as well as fourth-generation programming languages. Must demonstrate competence in reading, writing and advanced mathematical principals and logic skills.
- Requires knowledge of industry-standard programming methodologies and advanced programming techniques.

- Requires knowledge of industry standard database management concepts.
- Requires the ability to independently work through highly complex technical troubleshooting processes.
- Requires effective interpersonal skills and ability to work with others to support the concept of teamwork and customer service. Has significant interaction with personnel representing all aspects of the IT Department, District administrators, principals, school/office staffs, State agencies and the vendor community.
- Ability to analyze and understand end-use needs (groups and individuals) and conduct computer systems training as needed.
- Ability to design, develop, debug and successfully implement computer application systems.
- Knowledge of operating systems currently in use as well as server administration and management.
- Ability to develop general business knowledge of K-12 public education.
- Ability to determine how to effectively address multiple priorities at one time.
- Ability to handle unusual software and hardware problems and to meet deadlines.
- Program flow and accuracy are critical.
- Ability to work well with frequent interruptions.
- Requires a valid Utah driver license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020