INFORMATION TECHNOLOGY PLANNING SPECIALIST

DEFINITION

Under the direction of the Director of Information Technology prepares, plans and schedules work flow for Information Technology staff and/or outside contractors on a variety of Information Technology projects; establish priorities and coordinates work assignments with District employees and/or outside contractors; prepares project specification reports as requested by the Information Technology Director.

ESSENTIAL DUTIES

- assists with the E-Rate filing process, prepares responses to Schools and Library Division (USAC) questions, and the funding receipt and application tracking
- serves as the netViz system specialist and network configuration
- acts as liaison between Information Technology Department, Facilities Planning and construction companies ensuring technology considerations for the project
- arranges work schedules for emergency, routine, and periodic projects related to technology improvements and new technology programs both software & hardware
- confers with sites, and district administrators regarding technology improvements
- coordinates tasks with appropriate district staff and contractors
- consults with lead staff or outside contractors in determining time schedules and material estimates to ensure a steady flow of work
- consults with supervisory and leads to determine status of assigned projects and make scheduling adjustments to meet deadlines
- performs on-site surveys of work to be performed
- provides written and/or oral reports on project status
- maintains consistent communication with sites, staff, and contractors to anticipate project needs
- maintains accurate project records, prepares reports, and participates in meetings
- controls materials and/or equipment required for projects
- prepares reports that detail the scope of work for all projects
- ability to work with others in a positive and professional manner
- performs other related duties as assigned or required

QUALIFICATIONS

Knowledge of: E-Rate application process; modern office practices, methods, and procedures; methods, materials, and terminology used in the data/communications industry; principles of project management, purchasing, production and material control; the nine project management knowledge areas; performance characteristics of hardware and software related to the establishment, maintenance and upgrade of computer systems, internal networks, LANs and WANs; technical problem analysis; correct English usage, spelling, grammar, punctuation, and ability to apply concepts of basic mathematics; operation of standard office machines and equipment, including computer terminals and microcomputers; operational procedures, policies, rules and regulations specific to assignment.

Ability to: Prepare clear and concise reports and correspondence; accurately estimate scope of assignments, time and materials required; establish priorities, meet time lines and work schedules effectively; understand and speak effectively in current industrial terms; communicate both orally and in writing in a clear and concise manner; hear and speak to exchange and retrieve information in person and on the telephone; apply policies and procedures related to the assigned duties and responsibilities of the position; perform complex and technical clerical work requiring accuracy and attention to detail; perform basic mathematical calculations as required; understand and carry out oral, written, or diagram instructions; operate a computer and related software; establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL DEMANDS
The physical activities listed below are examples of the physical requirements necessary to perform the essential job functions within this classification:

- will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the dexterity required to operate a computer keyboard and other business related equipment and to handle and work with various objects and materials including hand tools

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

EXPERIENCE AND EDUCATION
Experience: Three years of experience in performing various duties of LAN and WAN networking systems, including written project reports and surveys. Training, certification or coursework in network configuration is desirable.

Education: Verification of a High School Diploma, a GED certificate or a higher degree; supplemental training from a trade school or college coursework in computer technology, information systems, and/ or CISCO (CCNA) or Microsoft certificates desirable.

Licenses or Certificates: A current California Department of Motor Vehicles Operator's License and a private vehicle are required. Insurability by the District's liability insurance carrier may be required.

10/2008