JOB TITLE: Director of Management Information Systems

Job Purpose Statement/s: Under the general supervision of the Assistant Superintendent, Business Services, the Director will be responsible for the planning, organizing, and administering the District’s information systems, the development and maintenance of the District’s network infrastructure, and the training and support of the District’s employees in the use of technology.

Essential Job Functions:

- Supervise work, operation and scheduling of staff in the MIS department.
- Maintain District’s network, email, financial and student systems, including version updates, backups, troubleshooting, and custom modification.
- Act as liaison with technology vendors to upgrade service and solve technology problems.
- Develop implementation and support procedures for new software.
- Assist with preparation of data for analysis and required reports.
- Develop and maintain hardware and software asset management.
- Responsible for maintenance of District’s local and wide area network.
- Responsible for upgrade of the network as needed, including firewalls, spam and content filters.
- Monitor and coordinate receipt of hardware and software to the District.
- Support District staff in the use of District’s computer applications.
- Assist in maintenance and implementation of software and hardware policy guidelines.
- Coordinate the establishment of automated processes, run manuals, standard operating procedures and documentation to ensure 24/7 availability.
- Create and maintain documentation to identify hardware, software, configuration, and connectivity.
- Ability to operate across multiple projects concurrently and assume responsibility for the appropriate technical and architectural implementation of projects.
- Administer, maintain and troubleshoot servers.
- Maintains current knowledge and skills in area of virtual network environment.
- Organize and implement training programs to meet technology needs of District employees.
- Represent the District at County, State, and Federal agency meetings pertaining to areas of assigned duties.
- Develop, submit, and monitor budgets for the operation of assigned programs.
JOB TITLE: Director of Management Information Systems

- Develop and recommend policies, practices, and procedures related to the use of technology.

**Other Job Functions:**

- Install, configure and maintain vCenter.
- Setup, Install and configure ESX servers.
- Setup and configure Dell blade servers.
- Setup and configure HA, VMotion, DRS.
- Backup/Disaster Recovery Management.
- Install Linux VM guests and P2V migrations.
- Day to Day system administration of VMware, Linux, and Windows Servers.
- Day to Day system administration of Cisco Unified Communication.
- Install, configure and maintain Cisco switching and routing devices.
- Provide on call support 24/7.
- Coordinate other special projects and duties as assigned.
- Attend and participate in meetings pertinent to management of information systems.
- Prepare administrative reports as required.
- Perform other duties as assigned.

**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- Knowledge of VMware administration in the areas of design, implementation, capacity planning, maintenance.
- Ability to administer heterogeneous production environments, Windows, Linux & Unix, running on various hardware.
- Knowledge of Unix/Linux; experienced in architecting, designing and deploying virtualized infrastructure in VMware environment.
- Experience with vSphere systems administration and support including vMotion, HA, DRS, SRM, Affinity rules, vCenter, vShield, storage migrations and P2V (Physical to Virtual) migrations.
- Experience with configuring and deploying VMware ESX on Dell PowerEdge Chassis and Blade Servers.
BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION

JOB TITLE: Director of Management Information Systems

- Good understanding of related storage technologies e.g. SAN, NAS using block storage, NFS and ISCSI.
- Experience with high availability and disaster recovery solutions and tools including clustering and load balancing.
- Experience with Microsoft AD, DNS, DHCP, GPO.
- Experience with TCP/IP Networking.
- Knowledge of Cisco VoIP technologies, responsible for supporting and troubleshooting technical challenges.
- Must be able to install, update, configure and troubleshoot Cisco Unified Communication including:
  - Cisco Unified Communications Manager (CUCM)
  - Cisco Unity integration with Microsoft Exchange 2007/10
  - Cisco Voice Gateway
  - Cisco Presence
  - Cisco MeetingPlace
  - Cisco Emergency Responder
  - Outstanding verbal and written communication skills.

Skills, Knowledge, Abilities, and/or Physical Requirements:

- Skills to effectively lead and organize; make decisions; function effectively in high-pressure situations; to operate software applications including the District’s standards: Windows, Microsoft Office applications, and telecommunications (e-mail, intra/internet, etc.); to use the English language in both written and verbal form to exchange information and make presentations, and read a variety of documents; multilingual skills desirable.
- Knowledge of principles, goals, objectives, methods and strategies of information systems, fiscal and legal aspects of public education; procedures, methods, best practices, techniques and strategies related to the administration and operation of information systems; program and activity evaluation strategies and procedures; and methods, procedures and strategies of leadership.
- Abilities to effectively plan, organize and coordinate the management function of technology programs and activities; demonstrate a positive instructional leadership model; effectively work as a member of a team; effectively analyze problems, issues and concerns and formulate appropriate alternative solutions; communicate effectively in oral and written form; and establish and maintain effective organization, public and community relationships.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
JOB TITLE: Director of Management Information Systems

- VMware Certified Professional 4 (VCP).
- VMware Certified Advanced Professional 4 (VCAP).
- Red Hat Certified System Administrator (RHCSA).
- LPIC I, LPIC II Certification.
- Microsoft Certified Systems Engineer (MCSE) or at the very least Microsoft Certified Systems Administrator (MCSA).
- Cisco Certified Network Professional (CCNP) or at the very least Cisco Certified Network Administrator (CCNA).

Reports to: Assistant Superintendent-Business Services

Work Year: 225 days

Salary Placement: Classified Management Salary Schedule II

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board’s Policy on Evaluation of Management Team.

Board Approved: June 14, 1995
Revised: June 16, 1998
Revised: April 17, 2012