Executive Supervisor for Data Infrastructure

Reports to: Chief Officer for Technology Services
Supervises: WAN Engineer, Technical support staff and contract employee
Term of Employment: 12 months
Salary: Pay Grade 79
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
- Graduation from a four-year college or university with a degree in computer science or business systems and seven or more years of progressively responsible related experience in information technology services or graduation from a two-year college or university with a degree in computer science or business systems and 10 or more years of progressively responsible related experience in information technology services or any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities
- Ten or more years of enterprise-level information technology experience highly desired
- Technical certifications in the following areas are highly desired: MS SQL 7 Server Programming, MS SQL 7 Server Administration, MS Access 2000, RDBMS Concepts, HTML 4.0, MS Front Page.
- Network+ certification will be required to be obtained within the first six months of employment

Valid North Carolina Driver’s License required

Essential Job Functions:
- Aligns and coordinates resources, priorities, work plans, and activities among the data infrastructure division of IT
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Leads and directs the data infrastructure personnel in dealing with a variety of organizational and programmatic issues
- Oversees, motivates and evaluates staff to help achieve their individual goals, collectively achieving the department’s mission and fostering leadership development throughout the district
- Collaborates with the chief officer for technology services in aligning goals, objectives and work plans for the delivery of timely and quality information technology services
- Works with the chief officer for technology services in the development of program plans that deliver quality information technology services
- Keeps abreast of current information technology including voice and data communications, database administration and programming, code programming, networks, applications, web development, geographic information, and desktop computer systems
- Keeps abreast of management principles, administration, and supervision as they relate to resource and work program planning, implementation and monitoring
- Motivates staff to be committed to the goals of the Information Technology Department through leadership and constructive performance reviews
- Performs other duties and responsibilities as assigned by supervisor
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**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered medium physical work requiring the exertion of up to 40 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, sit, squat, bend, stand, grasp, balance, climb, kneel, crouch and type for extended periods of time up to 10 hours
- prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions maintaining effective working relationships
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific office machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position