



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

INFORMATION TECHNOLOGY PLANNING SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan and schedule work on a variety of Information Technology projects; accurately provide detailed information related to the planning of networks and network design for the Information Technology Department and District's needs for additions, modifications, and extensive growth to a complex computer network, infrastructure, backbone, and wireless technologies throughout the District; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan and schedule workflow for Information Technology staff and/or outside contractors on a variety of Information Technology projects; establish priorities and coordinate work assignments; arrange work schedules for emergency, routine, and periodic projects related to technology improvements and new technology programs both software and hardware.
- Serve as the network diagramming program system and network configuration specialist; troubleshoot and maintain network technologies currently in place and provide support when needed.
- Work with Wide Area Network Specialists and Technology Support Specialists to address issues with technology installed and utilized.
- Serve as a liaison between Information Technology Department, Facilities Planning, and construction companies to ensure technology considerations for projects;
- coordinate tasks with appropriate District staff and contractors.
- Consult with lead staff or outside contractors in determining time schedules and material estimates to ensure a steady flow of work; consult with supervisory personnel and leads to determine status of assigned projects and make scheduling adjustments to meet deadlines.
- Perform on-site surveys of work to be performed; provide written and/or oral reports on project status.
- Prepare and maintain various records and reports related to assigned activities including project records; prepare reports detailing scope of work for various projects.
- Assist with the E-Rate filing process; prepare responses to Schools and Library Division (USAC) questions and the funding receipt and applicant tracking.
- Maintain consistent communication with sites, staff, and contractors to anticipate project needs; confer with sites and District administrators regarding technology improvements.
- Attend meetings; provide input on special projects and plan for network growth; create lists of items for future quotes or bids for the District.
- Maintain current knowledge of various types of technology in relation to promoting the District's network system.
- Assist with special projects, software troubleshooting and other applications as needed for staff and students.
- Operate a variety of office job-related equipment including test equipment, a computer and assigned software; drive a vehicle to conduct work.
- Maintain and control inventory levels for equipment needed for projects.
- Perform other related duties as assigned and/or as required

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, and terminology used in the data/communications industry.
- Principles of project management, purchasing, production, and material control.
- Performance characteristics of hardware and software related to the establishment, maintenance, and upgrade of computer systems, internal networks, LANs and WANs.
- Operational procedures; policies, rules, and regulations specific to assignment.
- E-Rate application process.
- Modern office practices, methods, and procedures.
- Technical problem analysis.
- Operation of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping techniques.
- Basic math.
- Technical aspects of field of specialty.

ABILITY TO:

- Estimate scope of assignments, time, and materials required.
- Establish priorities, meet timelines, and work schedules effectively.
- Understand and speak effectively in current industrial terms.
- Apply policies and procedures related to the assigned duties and responsibilities of the position.
- Understand and carry out oral, written, or diagram instructions.
- Work independently and with little direction.
- Operate a computer and related software.
- Establish and maintain cooperative working relationships.
- Maintain various records related to work performed.
- Perform basic mathematical calculations as required.

EDUCATION AND EXPERIENCE:

EDUCATION:

Bachelor's degree in Computer Information Systems or a related field. 60 semester hours of college coursework and 2 years of experience in the implementation, operations and repair of computers can be substituted for the Bachelor's degree.

EXPERIENCE:

Five years of paid experience in performing various duties of LAN and WAN networking systems, including written project reports and surveys. Recent job-related experience within the last five years is required.

LICENCES, CERTIFICATES AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicles Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training from a trade school or college coursework in computer technology, information systems, and/ or CISCO (CCNA) or Microsoft certificates is preferred, but not required. Training, certification or coursework in network configuration is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/Outdoor environment. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 70 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 job.

POTENTIAL HAZARDS:

Regular exposure to fumes, dust and odors. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Working at heights. Bending, kneeling, or crouching. Exposure to excessive noise.

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