

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: INVENTORY & COMPUTER DEPLOYMENT PROJECT MANAGER TECHNOLOGY SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized work in the area of computer inventory and management of all deployment and distribution efforts of the Technology Services Department. Employee is responsible for the planning and management of all computer and peripheral requests, needs, and projects at 130 sites. Employee ensures that workflow and quality levels are met and comply with GCS standards, policies and procedures. Employee is involved with reviewing and participating in all technology projects effecting inventory and deployment, including performance evaluation and selection of hardware components. Employee also manages, evaluates, and is involved with hiring decisions of all warehouse and repair staff. Employee must exercise tact and courtesy with co-workers, school administrators, central office staff, vendors and supervisors. Employee reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

Serves as manager to ensure proper procedures with respect to subordinate employees performing various technical, inventory and deployment projects.

Observes, notes, reviews, and performs job performance evaluations for subordinate employees (repair and warehouse staff) according to adopted procedures.

Oversees the operation of the warehouse and repair departments to ensure maximum performance.

Receives installation needs and requests for computer hardware at school and central office sites, determines scope of project and appropriateness, reviews user's needs, responds to request and schedules implementation if approved.

Is pivotal in the success of equipment projects through diplomacy and communication with all stakeholders to ensure a well-coordinated, successful deployment.

Works with computer vendors, school principal or department heads, installers, GCS technicians, GCS fixed asset and facility departments to plan, coordinate and implement the physical installation of all computers & peripherals.

Must have a broad knowledgeable of large networks and the interoperability requirements of different technology teams (networking, wireless, computer support, etc.) to ensure proper network readiness upon installation of equipment.

Works with vendors to ensure quotes are in line with current GCS standards and to plan future

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purchases for large scale rollouts.

Researches and approves GCS technology related purchase requests with regard to standardization, security, policy, performance and synchronization with current district initiatives.

Must have an in-depth knowledge of GCS Technology Services policies, procedures and standards to review computer hardware and software and make recommendations concerning acquisitions.

Uses the state and GCS purchasing systems for the status and quantities of computer and peripheral purchase orders.

Maintains strict documentation of all hardware inventories in the GCS warehouse and hardware placement at schools and central office sites.

Maintains software license agreements and inventory of equipment and components as required.

Makes recommendations to supervisor regarding upgrades and replacement of technology related equipment.

Operates a work-order tracking system (Help Desk) to receive and clear daily work requests.

Establishes and enforces standards, policies and procedures for computer hardware.

Participates in long and short range technology planning.

Lifts, carries and moves computer equipment as required.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in computer related field or IT business management and 3 to 5 years of experience developing technical expertise, preferably with some supervisory experience; or any equivalent combination of training and experience with provides the required skills, knowledge, and abilities. Coursework or certification in Project Management preferred.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and tools including computers, scanners, computer software, computer hardware, etc. Must be able to exert up to 30 pounds of force occasionally and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, technical manuals, newsletters, trade journals, etc. Requires the ability to prepare reports, forms, training materials, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of inventory control and documentation practices.

Considerable knowledge of project management practices, especially with regard to large-scale deployments.

Considerable knowledge of the school system's Long-Range Technology Plan, development methodology and development standards.

Considerable knowledge of the principles of supervision, organization and administration.

Working knowledge of bidding and purchasing procedures.

Working knowledge of time management and prioritization.

Working knowledge of warehouse procedures and logistics.

Working knowledge of software and hardware licensing.

General knowledge of state and federal equipment purchasing, inventory, and disposal procedures.

General knowledge of computer hardware and common software applications.

General knowledge of common computer operating systems.

General knowledge of networking, hardware, and software capabilities and limitations, service requirements, and associated costs.

Ability to evaluate requests for changes and/or updates to equipment.

Ability to schedule and monitor development projects.

Ability to estimate manpower and time required for technology related projects.

Ability to develop clear, effective instructions for installation teams.

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Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.