



Lexington City Schools

VACANCY ANNOUNCEMENT

Director of Information Technology – Lexington City Schools & City of Lexington

The Director of Information Technology is responsible for the design, implementation, and ongoing maintenance of all server, network, and computing technology for Lexington City Schools and the City of Lexington. This position also assists with networking and server support at the Rockbridge ECC. The position reports to the Superintendent of Lexington City Schools and the City Manager. Given oversight of the city's varied technology infrastructure, the Director of Information Technology must be self-driven, organized, and possess a keen attention to detail. As primary support for faculty, staff, and students, the Director of Information Technology must also be collaborative and committed to customer service.

Essential Functions

- Installation, management, and maintenance of networking hardware (switches, firewalls, routers, and access points)
- Installation, management, and maintenance of Microsoft Windows servers in both a virtual and physical environment
- Installation, management, and maintenance of client computer hardware and software
- Support and maintenance of core service applications (e.g., Office 365, PowerSchool SIS, website, VoIP system, ERP software, etc.)
- Backup and recovery management
- Active Directory domain management and organization
- Group Policy configuration, implementation, and troubleshooting
- DHCP and DNS support
- Development and maintenance of City of Lexington IT budget
- Assist school staff with export and submission of Virginia Department of Education reports
- Assist with electronic poll book configuration and perform election day setup
- Oversight and management of end-user computer security training
- Handles technology purchasing and maintains IT inventory
- Troubleshooting server and client problems

Knowledge, Skills, and Abilities

- Thorough understanding of the OSI model
- Thorough understanding of VLAN configurations
- Thorough understanding of firewall configurations, including access control lists and network address translation
- Strong customer service orientation

- Excellent organizational skills
- Ability to prioritize multiple demands
- Self-motivated
- Follow-through in troubleshooting and problem solving
- Curiosity regarding new technologies with a goal of continuous improvement of existing technologies
- Ability to communicate to students, teachers, and other City personnel

Additional Requirements

- Must be able to work occasional nights and weekends, as well as be available in an on-call status for emergencies
- Valid Virginia driver's license with a good driving record

Education Experience

- Degree in Information Technology or a related field is desired
- Experience working with diverse work groups (students, teachers, officers, etc.) is desired

Working Conditions

- The Director of Information Technology's office will be located at Lylburn Downing Middle School, but job demands will require mobility and flexibility
- This position will assist in product installation, and will require the ability to lift boxes and materials up to 50 lbs. and the ability to climb ladders

This is a twelve-month position and the salary will be commensurate with experience. Beginning salary range for this position is \$77,000 - \$85,000. A liberal benefits package is included. The individual selected for this position is subjected to a fingerprint background check, TB screening, and a Child Protective Services background check.

This position will remain open until filled.

Interested individuals should complete a division application form, complete with three references, updated resume and cover letter. Forms can be found on www.lexedu.org. Completed application packets should be mailed to:

Division Superintendent
Lexington City Schools
300 Diamond Street
Lexington, VA 24450

Please call (540)463-7146 with any questions regarding the application process.

E-O-E