

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Information Technology Specialist

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Supervisor: Operations Director

Classification:

Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Responsible for the planning, direction, organization, and execution of all information technology functions within Shasta Head Start.

### **Essential Duties and Responsibilities**

- Establish and maintain a secure agency computer network system.
- Supervise IT staff members.
- Recommend and maintain hardware, software, and technical services for the full utilization of technology related agency resources.
- Maintain up-to-date knowledge of industry trends, regulations, and advancements.
- Develop and coordinate training to Shasta Head Start staff based on staff needs and administrative instruction.
- Track and maintain accurate inventory of agency technology equipment and software.
- Maintain licensing and compliance of all technology related property.
- Analyze complex technology related business needs, as directed by Operations Director, and recommend appropriate technical solutions.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from employees, managers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and staff both individually and in group settings.

- Ability to work as a positive team member.

**Education and Experience**

*Minimum*

Associate of Arts (A.A.) degree from an accredited college or university in business or a related field and at least one year related experience. Or, equivalent combination of education and experience of at least three years.

*Desired*

Associate of Arts (A.A.) degree from an accredited college or university in business or a related field and at least three year related experience. Or, equivalent combination of education and experience of at least five years.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title