



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Supervisor I, System Administration	Last Revised/Approved: June 2022
Job Code: TBD	Reports To: Manager, Technical Services
Office: Communications & School Performance	Department: Technology

Compensation Information	
Pay Grade: 09A	Pay Range: \$77,368 – 111,477 (7/1/22)
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Provides supervision, direction and delegation of tasks for the system administration team and other assigned staff. Organizes workloads to ensure deadlines are met. Monitors and reports on work in progress and ensures compliance with project plans. Ensures that all installations, maintenance and upgrades are carried out on schedule and to project specifications. Requires frequent collaboration with other departments and professionals in the development of IT systems.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Provides supervision, direction and delegation of daily tasks and long-term projects for system administration and other assigned staff.
- Organizes and monitors staff workloads to ensure deadlines are met and schedules work assignments in order of priority.
- Monitors and reports on work in progress and ensures compliance with project plans.
- Attends all project meetings and ensures appropriate subordinate staff are in attendance.
- Ensures that all application and hardware installations, maintenance and upgrades are carried out on schedule and to project specifications.
- Monitors IT systems maintenance, licenses, and support contracts and assists with obtaining renewal quotes.
- Coordinates and participates in an on-call support schedule.
- Participates in the technology community, through mailing lists, forum discussions or news groups, to keep current of any new developments.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's degree in Computer Science, Management Information Systems (MIS), Business Administration or related field from an accredited college or university.

Experience Requirements:

- Five or more years in a technology role with increasing responsibility and project management tasks
- ***A combination of education and experience may be considered***

Knowledge, Skills and Abilities:

- Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization.
- Broad knowledge of various technical alternatives and their potential impact on the business.
- Ability to supervise and direct teams and work concurrently on multiple tasks and projects.
- Ability and motivation to learn new technologies quickly and with minimal support and guidance.
- Strong analytical abilities and the ability to interact professionally with a diverse group of clients and staff.
- Must be able to meet multiple deadlines with set yet varying deadlines.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General Office environment with occasional travel around the city of Milwaukee

Physical Demands:

- General office environment, must be able to handle light lifting and occasional standing, bending.

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 with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.