

# ALABAMA INSTITUTE FOR DEAF AND BLIND

*P. O. Box 698 • Talladega, Alabama 35161*



POSITION AVAILABLE

**R-4042** Reference# **79100575210**  
Posting Date: March 1, 2019

AIDB is sensitive to the needs of individuals who are Blind or Visually Impaired and/or Deaf or Hard of Hearing and for qualified applicants and employees will make reasonable accommodations.

**POSITION:** Information Systems Manager  
AIDB Office of Information Technology

**POSITION REQUIREMENTS:**

- Bachelor of Science Degree and three years experience in the following areas:
  - Domain Controller Management
  - Troubleshooting and setup of computer hardware and software
  - Email Management

OR

- Five years experience in the areas listed above:

**Other requirements for this position include the following:**

- Working knowledge of Windows and Windows Server Operating Systems
- Experience working with Active Directory
- Experience working with Google Suite
- Experience with software imaging and deployment solutions
- Working knowledge of website design & maintenance
- Some overnight travel will be required
- A sign language proficiency level of SURVIVAL according to the AIDB evaluation system must be obtained within the first thirty (30) months of employment
- Upon offer of employment, the ABI/FBI record check must be completed based on the Alabama Child Protection Act of 1999 pursuant to Act 2002-457. **A non-refundable fee of \$48.15 is required at the scheduled appointment. Suitable criteria must be confirmed by the Alabama State Department of Education prior to beginning to work.**

**PERFORMANCE RESPONSIBILITIES:**

The responsibilities for this position include but are not limited to the following:

- Manage AIDB's Domain Controllers, Active Directory and Group Policy

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**AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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- Install and configure new servers as needed
- Work remotely on local machines with our outside campuses using programs such as LogMeIn, Remote Administrator, Remote Desktop, etc.
- Setup and maintain retail POS hardware
- Manage and maintain AIDB's Mobile Device Management software
- Go Guardian management for Chrome OS
- Manage, setup and deploy mobile phones for AIDB staff
- Proactively seek out and respond to the needs of AIDB staff related to Assistive Technology
- Manage AIDB's use of Google Suite or other similar software
- Perform website performance testing, evaluations and provide technical assistance for all AIDB websites
- Work as a team member with IT Staff providing on-call technical assistance and troubleshooting as required
- Provide training for AIDB and IT staff
- Performs other duties as assigned by the Director of IT

**SALARY:** \$42,325 - \$63,664 Scale PI Rank 53  
(260 Days)

Direct deposit is required. Monthly Payroll

This is an exempt position, and is not subject to overtime or compensatory provisions of the Fair Labor Standards Act.

**DEADLINE FOR APPLICATION:** March 8, 2019

**This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.**

Apply at [www.aidb.org](http://www.aidb.org)