Director, Information and Technology Services

Purpose Statement

The job of Director, Information and Technology Services is done for the purpose/s of directing the use of technology within the instruction and business services functions of the county office; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the cabinet team.

This job reports to Associate Superintendent, Administrative Services

Essential Functions

Assists with developing policies and procedures relating to the acquisition and implementation of technology-based solutions (e.g. computers, networking, software, peripherals, negotiate contracts, service agreements and prices for hardware and software with vendors and consultants; oversee installation of hardware and software county-wide, etc.) for the purpose of acquiring technology resources within established timeframes in compliance with related requirements.

Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, technical liaison, etc.) for the purpose of implementing and/or maintaining services and programs.

Compiles data from a wide variety of sources (e.g. preparation and maintenance of narrative and statistical reports, records, and files related to assigned activities and personnel; reporting of MIS data to federal and state authorities; staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.

Develops liaisons with business sources and school support groups for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, expertise and/or community support.

Directs department operations, the maintenance of services, and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.

Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

Manages the development of the district wide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, district administrators and Board members.

Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. oversees proper inventory controls, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. E-rate applications and funding, cost/quality evaluations, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.

Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system county-wide.

Researches a wide variety of topics (e.g. policies, current practices, staffing requirements, financial resources, trends in educational technology, telecommunications, networking, media, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

Responds to issues involving staff, interpretation of policies and regulations, and community concerns that may result in some negative impact and/or liability if not appropriately addressed (e.g. data and telecommunication services, etc.) for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Serves as liaison to software/hardware providers (e.g. vendors, contractors, etc.) for the purpose of conveying and/or receiving information and coordinating district activities.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, multiplatform Macintosh & PC; integration of technology into curriculum; major software applicants; design and understand intra and Internet applications; current generation and emerging programming methodology; and operating systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: Industry Certifications and IT administration experience.

Required Testing:	**Certificates and Licenses**
	Valid Driver's License & Evidence of Insurability
Continuing Educ. / Training:	**Clearances**
Maintains Certificates and/or Licenses	Criminal Justice Fingerprint/Background Clearance
	Tuberculosis Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Exempt	6/21/2017	120