



## **Director of Information Technology**

### **DEFINITION:**

The Director of Information Technology is directly responsible to the Assistant Superintendent of Administrative Services and interacts regularly with all members of the Superintendent's Cabinet for the management and leveraging of information through the use of technology resources in support of the District's mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Administers the offices of Technology Support Services and Information Support Services; supervises assigned personnel responsible for planning, acquiring, and implementing software to support the learning process; data processing, office automation, and communications.
- Directs the development and maintenance of all data systems, including feasibility studies, systems analysis and design, computer programming, conversion of data, information storage and retrieval, management data controls.
- Prepares and monitors related contracts with outside vendors, agencies, and districts.
- Meets and consults with division and school administrators on the development, maintenance, and effectiveness of data applications; and develops and maintains effective communication and working relationships with administrative divisions and schools.
- Coordinates the preparation of appropriate District information and communications, with Educational Services, Administrative Services, Human Resources, and Business Services and other divisions and schools as required.
- Meets and consults regularly with Instructional Technology Department staff.
- Prepares and administers the Instructional Technology Services and Information Services budgets.
- Supervises the evaluation, acquisition, installation and maintenance, of information and communications technology software to support instructional and business needs of the District.
- Coordinates on-going evaluation and recommends procedures to encourage response to instructional and business administrative needs for information and communications resources.
- Assures the security and validity of District information through the development of security procedures.
- Has responsibility to support the preparation of state and federal reporting as dictated by local, state, and federal mandates.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Data communications theory, protocols and hardware.

- Planning, organization and direction of the activities and operations of the Information Technology Department.
- Servers and server operating systems; network operating systems, data communication systems, and telecommunications.
- Design, installation. Operation, maintenance and support of networks, computer systems and peripheral equipment.
- Personal computer hardware and software.
- Database design and management.
- Customer service design, organization and operation.
- At least one programming language such as COBOL, Visual Basic, C or C++.
- Internet and Intranet development standards.
- Strategic planning and project management.
- Applicable laws, codes, regulations, policies and procedures.
- Instructional methods and techniques.
- Organization, management and control of complex computer equipment and data processing systems.
- Principles and practices of personnel supervision and training.
- Principles of budget preparation and administration.

#### ABILITY TO:

- Review and check the work products of others to ensure work and information systems standards are met.
- Plan, organize and direct the coordination, acquisition and use of computer and telecommunications technologies of the District.
- Perform cost benefit analyses of current and proposed computer systems and applications.
- Provide technical assistance to District computer system users.
- Maintain current knowledge of technological advances in the field.
- Plan effectively for and use technical and staff resources.
- Develop and articulate long term strategic plans.
- Express complex ideas clearly and accurately both orally and in writing.
- Assign duties, supervise and evaluate the work of a technical staff.
- Provide or direct others in providing customer service.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to information systems.
- Analyze complex problems and recommend solutions.
- Evaluate computing requirements and user needs and advise on appropriate hardware and software configurations.
- Operate office machines and equipment.
- Conduct meetings and make presentations.
- Learn, interpret and follow District policies and procedures.
- Direct the training of staff.
- Supervise and evaluate the performance of subordinate staff.
- Work independently with little direction.
- Establish and maintain effective relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in information and data systems, computer science or related field and five years of management experience in the area of data storage,

filtering, and reporting including communications products and other related data, project management of enterprise-wide software installation, support of assessment, reporting, and commitment products and data warehousing, school district related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and use of personal automobile.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Operate office equipment.
- Hearing and speaking to exchange information.
- Read handwritten documents and other records or reports.
- Visual acuity to view computer monitor.
- Dexterity of hands and fingers to operate computer keyboard.
- Exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Some light lifting and carrying.
- Attend meetings.

**September 2009**