

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DIRECTOR OF TECHNOLOGY SERVICES**
Department: Educational Services
Reports: Assistant Superintendent, Educational Services

SUMMARY:

Responsible for creating and maintaining vision, leadership and budgets for the Technology Department to create environment in which advanced technology supports all aspects of district business and educational endeavors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets vision and provides leadership for Technology Department, including coordinating and supervising all aspects of the Technology Department, in order to keep district technology current, progressive, and responsive to user needs
- Responsible for Technology Department functions
- Provides leadership in developing and fulfilling District Technology Plan
- Communicates regularly with upper management re technology vision, needs, and projects
- Supervises and evaluates all Technology Department personnel
- Facilitates departmental communication
- Maintains Technology Department budget
- Develops and implements policies, procedures and guidelines regarding information technology
- Plans, implements, manage, monitors, and maintain district server hardware and software, backups, assessment and documentation. Manages and troubleshoots district servers to assure a continuous flow of service to district users.
- Troubleshoots and diagnoses production problems; provides leadership to correct identified problems.
- Implements and integrates new servers into existing environment; performs backups and recoveries
- Works with district and site management to develop technology systems to meet user needs
- Ensures maintenance of the Western Placer Unified School District website
- Ensures maintenance of district email system
- Ensures creation and maintenance of staff user accounts
- Ensures Erate coordination and application
- Ensures highest level of customer service to district constituency
- Coordinates departmental and district training needs relative to technology
- Supports all Technology Department staff
- Coordinates with other departments on projects
- Delegates responsibilities and tasks as necessary to ensure highest departmental organization and response to user needs
- Other related duties as assigned

MINIMUM QUALIFICATIONS:**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Advanced degree in Computer Science, Information Systems or equivalent preferred
- BA/BS degree in Computer Science, Information Systems or equivalent preferred
- High school diploma or equivalent
- Recent training in systems environments

Experience:

- Minimum of eight years experience in technology field
- Experience in Team and Project Management
- Experience in providing visionary leadership and goal-setting
- Experience in supervision of teams and/or employees
- Experience in setting, maintaining, and managing budgets
- Knowledge and experience with Windows/Active Directory, Microsoft DNS, and IIS
- Experience/understanding of network security, speed, and other technical system requirements
- Experience in system administration

Knowledge, Skills and Abilities:

- Knowledge of basic math including calculation of fractions, percents, and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships; ability to work as part of a team.

PHYSICAL REQUIREMENTS:

- Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk; bend, stoop, and reach overhead.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
- Facility to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this portion. The individuals currently holding this position perform additional duties and additional duties may be assigned.