

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
POSITION DESCRIPTION**

**CLASS TITLE:**           **Assistant Superintendent, Integrated Technology Services**

**BASIC FUNCTION:**

Under the general direction of the County Superintendent of Schools, provides leadership in developing the integrated technology services vision and policy for the County Office of Education. The CIO is responsible for shaping and directing both immediate and long range strategic information systems requirements, operating core information technology resources and services and managing the centralized aspects of those resources necessary to support the educational and business mission and priorities of the County Office of Education. This includes long-term planning and delivery of services in the areas of information systems, software applications, data center operations, telecommunications, network operations, enterprise systems and comprehensive client support services.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

Provide strong, collaborative, forward-thinking and responsive leadership in the development, management and maintenance of the COE's technology programs and services and formulation of strategies that address both immediate and future technology needs and services;

Provide vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of County Office services and programs, enhance operational effectiveness, and accelerate student achievement;

Participate as a member of the Superintendent's Strategic Leadership Team for overall planning and direction of County Office functions and services, advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members;

Lead the development of a technology architecture and governance framework that defines the working relationship of technology components within the County Office;

Develop and implement internal policies, procedures and planning for the use of technology at the County Office;

Lead the process for review and analysis of organizational business processes to ensure effective technology support for the processes;

Identify, transfer, consolidate, and integrate new and legacy technologies into an enterprise infrastructure platform;

Monitors and evaluates technology performance County Office wide;

Manages client relations to ensure development of service-objective expectations for technology services;

In collaboration with the County Office of Education technology committee(s), other County Office of Education managers and staff, and county district superintendents and staff ensure that the information technology resources and services are aligned with the mission and strategic priorities of the County Office;

Ensure integrated planning of all administrative and educational computing, telecommunications and video applications including system and software acquisitions, network design and implementation, and the delivery of information technology services all aspects of technology infrastructure and the comprehensive educational technology plan to reduce costs, improve operational efficiency and plan and manage;

Provide management oversight for computing, information processing and communications resources across systems and directs and coordinates cooperative working relationships between centralized and distributed technical operations to achieve effective and cost beneficial County Office wide solutions and comprehensive services to all clients with the effective and creative use of technology;

Lead technology staff in implementing strategic plans and supporting on-going technology programs, including training efforts for users of all software modules via utilization of both internal and external resources;

Recommend vendor contracts covering the acquisition of equipment, software and services including the installation and on-going maintenance of the County Office's information technology inventory;

Serve as advocate for San Diego County districts in the technology area and confer with school district representatives on technology matters impacting California schools;

Serve on Office of Education internal activity committees including the Superintendent's Strategic Leadership Team, and a variety of statewide school business committees;

Represent the County Office to State and Federal officials as requested; make presentations to associations, community groups and others regarding County Office matters and assigned subject or program areas;

Plan, direct and control the Integrated Technology Services Division and formulate and manage the division budget.

Attend various professional meetings to remain current concerning trends in the field.

Perform related duties as assigned.

## **QUALIFICATIONS**

Knowledge of:

Principals, practices, and techniques for the operation of both microcomputer and large-scale, high volume data processing operations providing complex services to users;  
Principles and practices of personnel management and budget development and administration;

Principles and methods for establishing goals, objectives and implementation plans to accomplish data processing solutions for identified needs;  
Role of information and educational technology in an educational agency;  
Emerging technologies and best practices;  
Business process documentation, re-engineering and improvement;  
Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies;

Ability to:

Plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities;

Formulate and implement program goals, objectives, and schedules;

Develop and implement strategic plans and changes required to achieve goals and objectives;

Communicate effectively, both orally and in writing;

Supervise, train, and evaluate the work of assigned staff;

Establish and maintain excellent collaborative relationships with executive staff and vendors, and clients;

Manage client relations to ensure development of service-objective expectations;

Conduct meetings utilizing consensus building techniques and conflict resolution strategies.

Education/Experience:

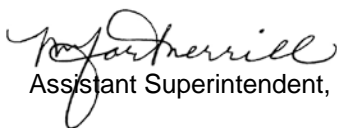
Any combination of experience and education demonstrating the skills, knowledge and abilities described above. Typical qualifying experience will include ten years of extensive management experience in progressively responsible positions in a complex organizational and large scale technology environment.

Education: Bachelor's degree in business administration, computer science, public administration, or closely related field from an accredited college or university. A Master's degree in education, business administration or computer science is desirable.

Created: March 2007  
Revised: July 2013  
Reviewed: October 2014

Approved by County Superintendent: July 2013

Approved by Personnel Commission: September 18, 2013



Assistant Superintendent, Human Resources