JOB DESCRIPTION

Title:	Director of Management Information Systems	Reports To:	Chief Business Officer
Department:	Business Services	Bargaining Unit:	☐ CSEA 860 ☐ CSEA 27 ☐ Confidential ☐ AEA ☒ Management ☐ Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FLSA Classification:	☒ Exempt ☐ Non Exempt	Type:	☐ Reclassification ☒ Update of job description ☐ New job description
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Principal/Assistant Principal ☐ Certificated District Office Management ☒ Classified District Office Management ☐ Certificated Coordinator ☐ Confidential ☐ Classified Coordinator ☐ CSEA 27 ☐ Occupational Therapist ☐ CSEA 860 ☐ Psychologist/Behavioral Specialist		

GENERAL SUMMARY OF DUTIES:

To design, develop, implement and maintain all aspects of Alameda Unified School District's (AUSD) Technology Plan. This includes the implementation and administration of all computer technology systems. Activities include directing system design, installation, programming, computer operations, data control and entry. Acts as a technical resource for all AUSD technology users. Seemlessly integrates all ASUD computer and data communications technology and meets all client / user needs.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Develops, recommends and carries out policies and procedures to fulfill AUSD's data processing and network operations requirements. *E*

- Interprets and advises on FCC rules and regulations as they apply to computers and data communications systems. *E*

*E – Essential Function

- Interprets and advises on federal rules and regulations as they apply to software licensing. *E*

- Makes recommendations regarding priorities and organization, staffing and equipment needs. *E*

- Directs systems installation, analysis, operations, maintenance and other related activities. *E*

- Develops standards for program documentation, operating instructions and schematics. *E*

- Maintains relationships with manufacturers and vendors to keep informed of the latest developments in computer hardware and software. *E*

- Designs and implements on-site and off-site Disaster Recovery Plans. These plans are regularly reviewed for adequacy and updated when required. *E*

- Formulates, develops and implements AUSD's systems security policies. Periodically reviews these policies for adequacy and appropriateness and modifies when required. *E*

- Administers and monitors the MIS budget. *E*

- Accesses the technical skill requirements of all assigned staff and / or service providers to ensure the technical needs of AUSD are constantly and adequately met. *E*

- Prepares clear, accurate and timely reports. *E*

- Establishes and maintains harmonious working relationships with District employees and others contacted in the course of work. *E*

- Performs related duties as required.

EDUCATION AND EXPERIENCE:
- Bachelor's degree from an accredited college or university. Additional qualifying experience may be substituted for the required education on a year-to-year basis up to four years. Masters degree or significant work towards a post-graduate degree from an accredited college or university is highly desirable.

- Four or more years of experience managing a network operations center and / or a data processing center.

*E – Essential Function

- Four or more years of increasing responsibility for supporting both internal and external clients using local area networks and wide area networks to access administrative and / or instructional computer systems.

- Ten or more years experience with high-speed data communications equipment, medium to large scale computer systems and high-speed computer networks.

- Expert-level knowledge of student information systems, including application design, programming and systems interfaces. Experience with at least one of the major student information systems currently available.

KNOWLEDGE AND SKILLS:
- Knowledge of project design, development and management principles
- Local area and wide area networking concepts
- Design, implementation, operation and maintenance of Internet domain name and E-mail systems, Bulletin Board Systems (BBS), and client / server networks.
- Accounting principles and accepted methods of compiling accounting and statistical data
- Implementation and integration of educational technology with administrative systems and networks
- Mini-systems (PCs and / or Macs)
- Mainframes and mid-range systems

DESIRED QUALIFICATIONS:
- Good organizational skills.
- Good people management and project management skills.
- Ability to write and speak clearly and effectively.
- Ability to work independently and in team settings.

SUPERVISES:
All classified and certificated employees, vendors and consultants as Management Information Systems.

E – Essential Function

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	3
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	2
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	2		Walk	2
Grip/Grasp	3		Sit	3
Extend/Flex Neck	2		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

E – Essential Function

Director of Management Information Systems