

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: Director of Technology

REPORTS TO: Director of Districtwide Services

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Under general direction, to plan, organize, manage and direct the information services activities and functions; to formulate programs and policies concerning information service and technology planning, development, and operations; supervise, review and evaluate the performance of information service personnel; to advise, counsel, and direct the development of information services and technology applications to meet user requirements; and to do other related work as directed.

REPRESENTATIVE DUTIES:

- Plan, schedule, audit, supervise and participate in the preparation, implementation and maintenance of the District information and technology service master plan.
- Assist in the information and technology service budget planning and expenditure control process.
- Plan, organize, develop, and present management reports concerning information services and technology development projects, resource utilization, and operational performance.
- Review, analyze, and evaluate information and technology service, and determine the impact on the near and long planning process.
- Perform and direct studies and research functions pertaining to long range equipment and staffing needs in the development and implementation of a Wide Area Network.
- Train, supervise and evaluate the performance of information and technology service personnel, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Develop or assist in the development of improved information and technology service management systems and procedures.
- Provide, coordinate, and direct the in-service and training of user personnel in information and technology service operational programs.
- Monitor and audit the information and technology services management functions to ensure compliance with established operational procedures and guidelines.
- Perform technical and specialized system analysis and programming management functions.
- Perform information, technology, financial and statistical research studies.
- Participate on advisory and planning committees and groups pertaining to information and technology services.
- Maintain regular attendance.
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, practices and trends concerning information and technology service systems and equipment.
- Legal mandates, policies and regulations pertaining to information and technology services.
- Contemporary information and technology service hardware and software systems and equipment.
- Principles, practices and techniques of organization, supervision, employee motivation and training.

ABILITY TO:

- Perform responsible and technical system analysis, and information and technology service planning and direction.
- Organize, supervise, train and evaluate the work of information and technology service personnel.
- Prepare and present management reports in a clear and concise manner.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Four years of responsible information services and technology management experience, including one year in an educational organization management or supervisory capacity.

Education:

Possession of a Bachelor of Arts or higher degree from an accredited institution, including emphasis in computer science, information technology, business management, or a closely related field.