

Applications and Data Services Manager

Purpose Statement

The Applications and Data Services Manager position designs, implements, and supports district-wide student and business systems. In addition, the Applications and Data Services Manager is accountable for reporting student and district data to the Washington State Office of Superintendent of Public Instruction (OSPI) Comprehensive Education Data and Research System (CEDARS); this position is a designated district security manager within the OSPI Education Data System.

Essential Functions

- Aligns work of team members to district priorities.
- Collaborates with district departments and technology department to ensure coordination of resources to accomplish the needs and support of the district.
- Works with technology teams and leadership to help plan, organize and align work priorities to meet and exceed service level objectives.
- Maintains systems and databases that serve the staff and students of the district.
- Communicates proactively and clearly with various teams within EdTec and the district to ensure follow-through.
- Manage tasks, timelines, and deadlines with assurance to customers.
- Drives the success of technology department by constantly pushing the limits of what can be accomplished.
- Makes recommendations to district leadership regarding student and business systems/data.
- Maintains strict confidentiality of accessible district information resources.
- Follows direction of technology department leadership.

Manager Focused Functions

- Collaborates with technology leadership to envision the direction of the department and lead meetings with vision centered structure.
- Fosters a collaborative culture, empowering others to succeed.
- Understands the criticality of valid, secure data and advocates for improvement by working with technology teams, departments, schools, and district leadership in establishing best practices, procedures, and schedules.
- Establishes systems and structures that serve the staff and students of the district.
- Holds assigned teams accountable for work being done and manages tasks, timelines, and deadlines with assurance to all state and district stakeholders.
- Attends department team meetings to collaborate, learn and integrate each team's work into the department.
- Attends and leads meetings with departments to understand needs and coordinates work needed with EdTec teams.
- Understands and leads the various teams to maintain application and data services including availability, system improvements, user permissions.
- Plans long term, future focused projects, and ready states.
- Leads various internal technology teams around data governance and projects.
- Analyzes the critical nature of various requests and responds by adjusting resources and personnel as needed.
- Evaluates assigned team members.

Other Functions

- Leads teams to accomplish tasks, projects, and goals of the technology department.
- Works with leadership to periodically revise technology standards to best meet the needs of the district's students and staff.
- Evaluates and responds to special requests for technology, district data and/or support as will arise from time to time.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS include leading others to ensure a clear understanding of the link between individual job assignments and the core mission and functions of the school district; setting and adjusting work priorities for a variety of technical support staff; translating business needs into technical requirements; performing multiple tasks with the need to upgrade skills to meet changing job conditions. Identify inefficiencies and/or gaps in policies and procedures, provide recommendations, and collaborate with various teams and departments to help create improvements and/or policies and procedures.

KNOWLEDGE to how to read and analyze technical information; compose documents; facilitate group discussions and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes state and federal K-12 reporting; business process analysis; project management methodologies; programming interface design; business management and organizational structures; vendor management; relational database management systems; database concepts, structures, and applications; software development lifecycle and decision support systems.

ABILITY to lead others is required, including focusing on continuously improving the customer experience, working with various departments, groups, and people to ensure excellent customer service, and resolving conflicting priorities. Ability to: communicate effectively with people at all levels of experience and responsibility throughout the district; assist staff with learning and developing new operations, procedures, processes and use of new technologies; articulate technical information to non-technical audiences in person, via written and verbal communications; organize, set priorities and work effectively under pressure; exercise sound judgement, including appropriate handling of confidential matters;; learn continually and keep abreast of technological changes in the field; work independently with minimum supervision; maintain regular and punctual attendance.

Responsibility

Responsibilities include working under minimal supervision and in a team following standardized practices and/or methods; providing information and/or advising others; and utilizing resources from other work units may be required to perform the job's functions. This position impacts the financial stability of the district by being responsible for enrollment, diversity, data transmitted to the state. This position is responsible for overseeing professional/technical teams who maintain the following district-wide systems: student information, business operations, electronic records management, learning management and digital curriculum platforms. This position may require occasional work outside of normal working hours.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: generally performed in an indoor office environment with frequent interruptions and noise associated with computer equipment, staff, and some exposure to risk of injury and/or illness; sitting/standing for prolonged periods; daily walking and moving between work areas; exposure to visual display terminal for prolonged periods; arm, wrist, elbow and hand movements associated with prolonged keyboarding; hand and finger dexterity.

Experience Five plus (5+) years of experience in providing enterprise systems and database support in a state/federally regulated environment.
Two plus (2+) years of leading teams, managing projects, and helping drive organization towards goals.

Education Bachelor's degree in technology field required.

Other experience and/or education may be substituted for required experience and/or education.

Required Testing

No pre-employment Proficiency Test is required
Valid Driver's License and Evidence of Insurability

Certificates/Licenses

None required

Clearances

Criminal Justice Fingerprint/Background Clearance