

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: INFORMATION SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plan, organize, support and supervise the District's Information Services functions; assist in developing, implementing, monitoring and coordinating Information Services projects and activities; train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Consult and advise District personnel on Information Services related issues; evaluate and recommend upgrades, improvements, changes or enhancements to District information systems; ensure accurate data collection and reporting from District information systems.

Perform specialized technical work involving data analysis and program evaluation; responsible for the integrity of data in the District's information systems; works closely with Information Technology department staff for system support and to help ensure information systems availability and security.

Assist Information Technology Department management in developing goals and objectives; direct staff in accomplishing these goals and coordinate timelines to implement.

Provides in-depth knowledge and expertise of the District's various information systems and databases.

Direct District and site staff regarding the use of the SIS (Student Information System) system and other District information systems.

Coordinate, manage and oversee State and Federal data collection, reporting and submission processes.

Interpret Federal, State and local government regulations, policies and procedures as they relate to data reporting requirements; develop data collection and reporting procedures to ensure compliance.

Establish, coordinate and implement district-wide uniform standards for data entry, management, reporting processes and guidelines based on various District information systems capabilities as well as the needs/requirements of local, state, and federal programs.

Communicate with District staff, county office personnel, third party vendors, service providers and software vendors.

Coordinate projects and activities; meet with staff regularly to discuss problems and activities; serve as a resource to staff by advising on complex assignments and special projects; assist staff in making decisions.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assign work and determine priorities; be responsible for effectively using staff resources; develop and maintain training programs.

Attend and participate in staff meetings and in-service activities, attend workshops, conferences and classes, which increase professional knowledge of new technologies, information systems and software.

Consult with and participates in, intra/inter-department projects to ensure the District has the best possible coordination of its collective work force.

Work cooperatively with all district departments and school sites to provide support for related goals of the District.

Monitor and inspect the work of contractors and vendors for quality and conformance with contractual agreements.

Evaluate emerging information systems and technologies and provide timely recommendations for system improvements and upgrades.

Develop, organize, and prepare technical documentation, operating policies and procedures, and management related reports for the District and sites.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, capabilities, and limitations of information technology, application development and computer systems.

Project control and management techniques

Policies, procedures, rules and regulations of the Information Technology department.

Principles, methods and problems of operating an electronic data processing computer and peripheral equipment.

Oral and written communication skills.

Principles of effective customer service.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Information Technology based policies and standards.

Data security best practices.

Multiple operating systems and applications, including word processing and spreadsheet software

Structure Query Language (SQL) and database administration.

Principles and techniques of systems and programming work including analysis and design.

Knowledge of and/or experience working in or with K-12 school districts and related information systems.

ABILITY TO:

Plan, organize, support and direct the day-to-day Information Technology Department operations and functions.

Coordinate and collaborate activities within the Information Technology Department.

Write and review technical policies and standards.

Consult and advise District personnel on information services related issues.

Analyze user needs or problems and design clear and logical procedures, and systems to meet specific requirements.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.

Manage multiple simultaneous projects from inception to completion.

Meet schedules and timelines.

Troubleshoot, analyze and resolve problems.

Take direction and instruction from supervisor.

Work independently with little direction.

Plan and organize work.

Prepare narrative and statistical reports.

Anticipate and resolve information services issues and problems.

Be involved in developing and implementing training programs for information services and related applications.

Communicate effectively with end users both orally and in writing.

Establish and maintain an effective working relationship with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in Business Administration, Computer Science or related field is required.

Experience: Five years of experience in support of information systems in a service based Information Technology department preferably in a K-12 school district. Experience in a lead or supervisory position is desired.

LICENSES AND OTHER REQUIREMENTS:

This position requires the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Demanding timelines.

Subject to frequent interruptions and daily contact with staff and public.

Driving a vehicle to conduct work.

School sites and district offices.

Weekend (Saturday and Sunday) and night work on an as needed or on-call basis.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to view computer monitors.

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders and horizontally.