Job Description

POSITION TITLE:	**Division Director, Information Technology**	**#5029**
	Business Services	
SALARY PLACEMENT:	**Administrative Council Salary Schedule**	
	Range II	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration; or equivalent experience in management information systems. Five years' experience in Information Technology Administration. Experience with information systems in a large scale information technology environment including network and computing devices, maintenance and troubleshooting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Possess a deep and broad understanding of technology from programming, databases, system administration, system programming, and system architecture. Experience in project management, hardware, and data center administration. Ability to write and prepare elaborate proposals, contracts, and scopes of work. Experience with educational administrative systems. Experience in public education environment.

KNOWLEDGE, SKILLS, AND ABILITIES:
Possess leadership skills in planning, setting agendas and coordinating/conducting meetings/trainings.
Follow manuals and read complicated instructions; understand and carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy; operate a variety of standard office equipment including computing devices, printers, copiers; work independently; communicate effectively in written and oral form; establish and maintain effective working relationships with others in a large and diverse user environment. Must be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Requires travel within San Joaquin County and occasionally elsewhere within California. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:
Operate and have a sound technical understanding of a wide variety of computing systems, operations, hardware and software; proper office methods and practices; operational requirements of networked computer systems; applications including Microsoft Office and others; Chromebooks, Macintosh, Windows and Windows Server operating systems; mobile computing platforms including smart phones and tablets; modern computer techniques, methodologies, principles, and practices. Maintain and actively pursue knowledge of current industry trends and technological advancements within the computing field.

Knowledge of organizational structure, workflow, and operating procedures. Knowledge of current technological developments/trends. Knowledge of business practices and procedures. Possess the skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to coordinate and integrate information technology systems development, enhancement and modifications from an overall information services focus. Employee development and performance management skills. Ability to direct multi-department technical and administrative staff. Skill in budget preparation and fiscal management. Ability to evaluate and access IT systems and hardware/software proposals for technical merit, cost

effectiveness and business application. Experience in application programming and the system development cycle. Direct experience in the implementation of in-house developed or packaged finance and payroll systems. Ability to communicate with and understand the requirements of professional staff in areas of finance, payroll and human resources. Ability to make administrative/procedural decisions and judgments. Knowledge of organizational structure, workflow, and operating procedures. Familiarity with a wide range of California K-12 specific requirements, including but not limited to California Ed Code, SOPIPA and Public Records Act; familiarity with a wide range of federal requirements, including but not limited to COPPA, CIPA, FERPA, PPRA, HIPAA.

DISTINGUISHING CHARACTERISTICS:
The Division Director represents Range II on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

SUMMARY OF POSITION:
Under administrative direction of the Deputy Superintendent of Business Services, oversees the functional areas in Information Technology. Provide staff administration and budget input and management. Implement and facilitate the strategic direction of the Data Processing Joint Powers Agreement (DPJPA) for information systems. Serve as a member of the Administrative Council and the DPJPA.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to the following:
1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Utilizes computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling and user support.
14. Implement appropriate educational and training programs to ensure high quality professional staff performance.
15. Maintains an advanced level of technical knowledge and skills involving computing and software architecture, implementation and troubleshooting, networking practices, equipment and trends.
16. Review, evaluate, and approve proposals for hardware or software acquisition.
17. Analyzes existing or proposed projects and requests to determine the feasibility; prepares project proposals and quote requests.
18. Gather information systems requirements through study of existing documentation, work flows, procedures, regulations, audit findings and other artifacts; supplement gathered requirements through observation, interview, attendance at workshops and conferences and other sources.
19. Coordinate new system development and improvements to existing systems; serve on committees for on-going analysis of system improvement.
20. Participate in development, implementation, and maintenance of policies, objectives, short and long range planning; develop tracking and evaluation programs to assist in accomplishment of established goals.
21. Prepare strategic plans/processes.
22. Develop and organize meetings of the Data Processing Joint Powers Agreement (DPJPA).
23. Develop annual operating budget and provide fiscal direction to the department.
24. Create, recommends and updates standards and department policies and procedures.

25. Responds to a rapidly changing technical environment and the requirements of customers.
26. Complies with all standards, procedures, controls, and policies as established by San Joaquin County Office of Education, participating schools districts, and the Information Technology department.
27. Performs other related duties as required.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, scheduled vacations or to meet installation deadlines.

1/23/2017 sc