



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF INFORMATION TECHNOLOGY

PRIMARY FUNCTIONS:

Under the direction of the Chief Business Officer or designee, the Director of Information Technology plans, organizes, directs, and implements the application of computer systems to educational and administrative activities of the District; works closely with District leadership, provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of a high performing District. This includes providing leadership and direction to committees formed to assist the District in addressing the current and future needs of the District. Planning, developing, implementing, and managing infrastructure, networks, communications systems, cybersecurity and technology training.

REPRESENTATIVE DUTIES:

Provide strategic vision and leadership in anticipating and developing innovative responses to future needs and challenges regarding both the District's information technology systems and practices as well as technology in the instructional program

Determine technology needs; evaluate potential products and services and ensure compliance with established objectives, priorities, and resources; analyze proposals for technology submitted from various personnel

Develops long and short-range plans for network infrastructure development and modifications in support of educational goals in a predominately Cisco, Microsoft VMWare environment

Coordinate a program for the systematic review and selection of technology hardware and software with the Business Services Department; provide technical advice to the Business Services Department in requesting bid proposals for acquisition of appropriate technologies and licensing agreements; develop standards for the purchase of hardware

Develops and administers policy guidelines, system standards, and operating procedures; interprets policy, and establishes goals for the Information Technology Department

Develops and administers assigned budgets; directs the forecast of and recommends additional funds needed for staffing, equipment, materials, and supplies

Manage the acquisition, installation, maintenance, and repair of networks and communications systems; negotiate bids for service, installations, or other services as needed

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to ensure an economical, safe, and efficient work environment

Performs economic, technical, and cybersecurity-related feasibility studies for new hardware, software, and cybersecurity requirements. Reviews and recommends networking standards and protocols, security camera

standards and PC equipment specifications, cybersecurity standards, and training district-wide

Develops a sustainable budget in support of the replacement cycle of all components of technology infrastructure, including network gear, servers, desktop computers, VOIP phones, and cameras

Oversees the day-to-day operation of the district-assigned departments, including contract management, budget management, maintenance/upkeep of large-volume copiers/printers, setting customer service expectations, and responsibility for delivery of all printed materials

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

Communicate with administrators, personnel, vendors, service providers, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information

Provide support in planning and implementing professional development activities involving communication technologies; design and implement in-service programs to support the office

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends and research

Performs other duties as assigned

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Policies, directions, regulations, laws, and guidelines pertinent to the administration of the school's educational and recreational programs and activities
- Physical security measures, including video surveillance and access control
- Software platforms including, but not limited to, Microsoft Windows, Apple MacOS/iPadOS, Linux/Google ChromeOS
- Software suites including, but not limited to, Microsoft Office, and other computer systems maintained by the Information Technology department
- Network services, including but not limited to DNS, DHCP, VoIP, VLANs, and hosted resources
- Network hardware, including but not limited to fiber/copper cabling systems, L2/L3 switches, routers, cameras, communication devices, and network content filters
- Physical security measures, including video surveillance and access control
- Curriculum, instructional approaches, educational strategies, standards-based education, program improvement, and current trends in education
- Budget preparation and control
- Principles and practices of administration, supervision and training

- Consensus-building techniques, collaborative problem-solving, and conflict-resolution strategies
- Information technology practices and cybersecurity trends in both private and public sector organizations of similar size and complexity
- Evolving uses of classroom technology that intersect with District-wide technology infrastructure
- Complex computer systems design, analysis, and operations
- Computer languages and programming fundamentals
- Principles of effective public and interpersonal relations
- Techniques and methods of direct and indirect supervision
- Collaborative decision-making
- Planning, organizing, and direction of business functions of a department
- School finance and sound budgetary procedures
- Communication with the community, working closely with children's homes, public agencies, and parents
- Oral and written communication skills, including the ability to write complicated reports

ABILITY TO:

- Plan, organize, control, and direct the Information Technology Department
- Articulate a shared vision for the use of technology in educational programs, business services, and operational functions
- Train and supervise the performance of assigned personnel
- Maintain knowledge of current advances in technology and education
- Effectively utilize technology for instruction, information, communication, and data management
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Quickly diagnose and solve a variety of technology issues at all times
- Regularly conduct data and network safety audits corresponding to industry best practices
- Maintain current knowledge of trends in education, including current instructional strategies, pedagogical concepts, and social-emotional learning
- Develop long-term strategic plans for instructional improvement
- Exercise and make sound judgment and employee-related decisions

- Ability to work effectively with staff and the public; skill and accuracy in oral and written expression
- Communicate patience and courtesy in a manner that reflects positively on the organization
- Communicate and implement the District and the Board of Education policies and regulations
- Analyze problems and propose logical and effective course of action
- Use sound judgment in interpreting and applying policies and procedures
- Exercise initiative and make independent decisions to meet deadlines or to handle emergency situations effectively
- Take direction and adjust performance based on input from supervisor
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to the audience, including electronic media

EDUCATION AND EXPERIENCE:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying.

- Education: Bachelor's degree in information technology, computer science, or related field
- Experience: Three (3) years of increasingly responsible experience in network management and managing and maintaining management information systems

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment; subject to driving a vehicle to conduct work; Indoor and outdoor environments; drive a vehicle to conduct work in a fast-paced environment; frequent interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, bending at the waist, reaching overhead, lifting, pulling, pushing items, crawling and/or stooping; squatting; climbing on ladders; working at heights; read various documents, and seeing to read, analyze and review complex financial data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA)

Legal Reference:	California Education Code, Sections 45103, 45109
Policy Adopted:	December 9, 1986
Policy Revised:	April 4, 1995
Policy Revised:	April 28, 1998
Policy Revised:	January 19, 1999
Policy Revised:	August 10, 2004
Policy Revised:	September 26, 2023