Job Description

Marin County Office of Education

Director of Information Systems

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Director of Information Systems is done for the purpose/s of directing department operations; providing leadership in the development, management, and maintenance of the Marin County Office of Education's (MCOE) technology infrastructure, programs, and services; developing and implementing internal and external policies, procedures, and planning for the use of technology at MCOE and affiliated schools; managing the department budget; and supervising department staff.

This Job reports to Assigned Supervisor

Essential Functions

- Analyzes program operations for the purpose of debugging systems, developing strategic plans for new systems, and ensuring continuity of operations.
- Assesses potential areas of opportunities in which technology can facilitate delivery of County Office services and programs for the purpose of enhancing operational effectiveness and accelerating program and student achievement.
- Collaborates with a variety of internal and external groups (e.g. County Office of Education managers, and staff, school districts, vendors, county, state, and federal agencies, etc.) for the purpose of ensuring information technology resources and services are secure and aligned with the mission and strategic priorities of the MCOE.
- Develops and implements internal and external policies, procedures, and planning for the use of technology at the County Office and affiliated schools and offices for the purpose of facilitating equitable access to technology resources, enforcing policies ensuring the security, including cybersecurity, and confidentiality of county office and district hosted data and digital assets.
- Directs strategic plans and supports on-going technology programs for the purpose of coordinating the evaluation, deployment, and management of current and future technologies.
- Maintains and manages department budget (e.g. recommending vendor contracts covering the acquisition and maintenance of equipment, software and services; assessing risks associated with technology related investment and purchases; pursuing cost reduction measures, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.
- Manages all aspects of designing, implementing, and supporting the enterprise level LAN/WAN networks including a virtualized infrastructure environment and associated hardware/software (e.g. analyzing, deploying, monitoring, updating, etc.) for the purpose of ensuring the security and functionality of MCOE program and technology needs.
- Monitors and evaluates County Office-wide technology performance and security for the purpose of identifying and rectifying vulnerabilities, ensuring business and educational applications are running efficiently, and performance objectives are met within budget and in compliance with established operational practices.

- Participates in, or facilitates, a variety of meetings (e.g. workshops, committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a variety of subjects required to carry out administrative responsibilities.

- Provides direction and training for users for the purpose of implementing new systems/procedures and ensuring effective and efficient use of technology.

- Provides leadership in the development, management, and maintenance of the MCOE's technology infrastructure, programs, and services for the purpose of formulating strategies to address immediate and future technology needs, services, and security/cybersecurity across the enterprise.

- Researches a variety of topics (e.g. policies, current practices, potential to meet new or developing technologies, trends in educational technology, networking, cybersecurity, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

- Reviews and analyzes organizational business processes for the purpose of ensuring effective technology support to processes, increasing employee productivity, and improving quality of customer service.

- Supervises assigned staff (e.g. interviewing, evaluating, training, etc.) for the purpose of maintaining staffing levels, creating cross-functional teams, mentoring others, and providing growth opportunities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; researching and applying methods of network security; planning and managing multiple projects; investigating, troubleshooting, diagnosing and repairing computer systems, hardware, software, network, website and telecommunications system malfunctions; planning, organizing, controlling, and directing the design, set up, development, and modification of computer, telecommunication, and network systems; preparing and maintaining accurate records; and training, developing, and supervising staff.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and developing technologies (databases, hardware, software, network and peripherals); pertinent codes, policies, regulations and/or laws; statistical analysis; accounting/bookkeeping principles; practices of personnel administration; and emerging technologies and best practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent and sustained interruptions; developing and maintaining positive, effective working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a

department; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in information technology with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date