



Job Description

Marin County Office of Education

Manager-Technology Systems and Applications

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 Manager-Technology Systems and Applications is done for the purpose/s of directing the data processing activities under the direction of the assigned administrator; supporting the information systems and applications of the Marin County Office of Education; planning, coordinating, and directing application projects; ensuring accurate submission of state and federal reports; supervising and evaluating the performance of assigned personnel; providing input and recommendations regarding technology applications; and serving as a technical resource to others.

This Job reports to Assigned Supervisor

Essential Functions

- Assesses existing programs and applications (e.g. analyzing, modifying, troubleshooting, etc.) for the purpose of ensuring proper and effective functioning of systems.
- Collaborates with a variety of internal parties (e.g. MCOE staff, IT Department, school districts, etc.) for the purpose of identifying training, installation, future plans and other related technology needs.
- Coordinates and manages data processing activities and programs (e.g. county-wide telecommunications network, student information systems, personnel systems, etc.) for the purpose of meeting MCOE and school district technology needs.
- Develops and implements long- and short-term goals (e.g. developing departmental timelines/priorities, overseeing technology projects, etc.) for the purpose of ensuring effective planning and implementation of objectives strategies, and systems for the department.
- Organizes the planning and directing of application systems management and support (e.g. student systems, state and federal reporting, billing, emergency communications, etc.) for the purpose of ensuring implementation of technology support applications.
- Oversees application system and software installations for the purpose of ensuring optimal program operation.
- Participates in meetings, workshops, and trainings for the purpose of conveying, recommending, and gathering information required to perform job functions.
- Provides training for the purpose of ensuring maintenance of quality standards for systems, applications, and information and effective utilization of MCOE technologies.
- Provides technical support for the purpose of ensuring identification of needs and issues and assisting in the formulation and development of policies, procedures, and programs.
- Researches a variety of topics related to material, equipment, and program operations (e.g. software, supplies, data security, etc.) for the purpose of making recommendations for solutions addressing specific requirements and enhancing overall cost efficiency.

- Serves as back-up to supervisor and IT support for the purpose of supporting the MCOE's business and financial systems.
- Supervises assigned personnel (e.g. interviewing, evaluating, assigning activities, etc.) for the purpose of implementing personnel processes, providing opportunities for professional growth, and ensuring compliance with established standards, requirements, and procedures.

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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications including all applicable technology applications; preparing and maintaining accurate records; planning and managing projects; providing training, coordinating, and advising personnel; utilizing instructional design; analyzing data; applying assessment instruments; classifying data and/or information; and estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of technology application systems including hardware and software; policies, regulation guidelines as related to use of software (copyright laws and the use of licensed equipment and materials); educational and classroom management software; methods of application of technology in an educational setting; operation, set-up and capabilities of technologically advanced media equipment; and video editing.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number 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 processes. 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 job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse and groups and individuals; communicating effectively with individuals with varying levels of technical abilities; meeting deadlines and schedules; working as part of a team; analyzing issues and determining appropriate course of action; displaying tact and courtesy; troubleshooting complex technology issues; working with frequent interruptions; supervising and training personnel; creating schedules; organizing tasks; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required in information systems work with at least 4 years of increasing responsibility. Supervisory experience is preferred.

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. Appropriate and functionally related experience may be substituted for education on a year for year basis.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade