Job Description

Marin County Office of Education

Senior 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 Senior Director of Information Systems is done for the purpose/s of planning, implementing, and directing the design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases, and applications; and providing strategic information systems direction, requirements, and information technology resources and services for Marin County Office of Education (MCOE) and affiliated schools and offices.

This Job reports to Assigned Supervisor

Essential Functions

- Advises Superintendent, board, and leadership team (e.g. technology requirements, projects, operational changes, cybersecurity, etc.) for the purpose of providing information regarding potential issues and ensuring information technology resources and services are aligned with the mission and strategic priorities of the County Office.

- Assesses potential areas of opportunities in which technology can facilitate delivery of County Office services and programs for the purpose of promoting consolidation and integration of technologies and enhancing operational effectiveness.

- Develops and administers department budgets (e.g. identifying/securing funding sources, forecasts financial requirements, monitors billing for network-related and financial systems services 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.

- Develops and implements internal and external policies, procedures, and planning of data management practices (e.g. efficient data collection, accurate reporting of data, etc.) for the purpose of facilitating equitable access to technology resources and ensuring the security and confidentiality of county office and district hosted data.

- Directs strategic plans and supports on-going technology programs for the purpose of coordinating the evaluation, deployment, and management of current and future technologies and on-going purposeful professional development for all staff.

- Directs network administration activities (e.g. repair LAN/WAN, maintain servers, etc.) for the purpose of ensuring property and network security.

- Facilitates and supports training programs (e.g. technical staff, end users, etc.) for the purpose of maintaining current knowledge, providing comprehensive development of skills and expertise and ensuring the effective use of technology.

- Implements disaster recovery and back-up procedures and controls (e.g. identifying potential issues, developing effective solutions, etc.) for the purpose of minimizing data loss and disruptions, prompt recovery of operations, ensuring county-wide continuity of services, and mitigating financial loss and/or legal consequences.

- Manages all aspects of designing, implementing, and supporting the enterprise level LAN/WAN networks including a virtual infrastructure environment and associated hardware/software (e.g. analyzing, deploying, monitoring, etc.) for the purpose of ensuring the security and functionality of MCOE program and technology needs.

- Organizes the planning and directing of application systems management and support (e.g. financial/student systems, state and federal reporting, billing, emergency communications, etc.) for the purpose of ensuring implementation of technology support applications.

- Participates as a member or facilitator in meetings, workshops, and seminars frequently involving a range of issues for the purpose of serving on internal activity committees, making presentations and/or representing the division and/or MCOE at local, regional, state, and national meetings, conferences, boards, councils and events.

- Provides leadership and vision in the development, management and maintenance of MCOE's technology programs and services (e.g. evaluating organizational goals, identifying key issues/problems, analyzing systems failures, initiating corrective action, evaluating trends, etc.) for the purpose of formulating strategies that address both the immediate and future technology needs and services.

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

- Supervises assigned personnel (e.g. recruiting, interviewing, promoting, etc.) for the purpose of creating cross-functional teams, mentoring staff to assume leadership roles, and empowering staff to reach a proficiency level meeting the on-going work demands.

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; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy, and developing technologies (databases, hardware, software, LAN/WAN, server systems, virtualization, cloud computing, computer operating systems, object-oriented program languages and techniques); cybersecurity protocols; 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; 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 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: planning, organizing, controlling and directing the design, set up, development and modification of computer, telecommunication and network systems; investigating, troubleshooting, diagnosing and repairing computer systems, hardware, software, network, website and telecommunications system malfunctions; adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive and 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 independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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 is required. Experience 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