

YUBA COUNTY OFFICE OF EDUCATION
Classified Management Job Description

EXECUTIVE DIRECTOR OF TECHNOLOGY SERVICES

DEFINITION:

Under the direction and supervision of the Deputy Superintendent, the Executive Director of Technology Services provides leadership in developing the information and educational technology services, vision and policy for the Yuba County Office of Education; shapes and directs both immediate and long range strategic information systems requirements; serve as presenter, consultant, trainer, and liaison between the Yuba County Office of Education (YCOE) and school districts in Yuba County; operates core information technology resources and services and manages the centralized aspects of those resources necessary to support the educational and business mission and priorities.

DIRECTLY RESPONSIBLE TO:

Deputy Superintendent

SUPERVISION OVER:

- IT Administrative Technician
- IT Tech I – Support Technician
- IT Tech II – Senior Support Technician
- IT Tech III -Network Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides strong, collaborative, forward thinking and responsive leadership in the development, management and maintenance of YCOE's technology programs and services and formulation of strategies that address both immediate and future technology needs and services.
- Provides vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of YCOE's programs and services, enhance operational effectiveness, and accelerate student achievement.
- Participates as a member of the Superintendent's cabinet for the overall planning and direction of YCOE's services and functions; advises the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs; and creates an effective environment and understanding of technology for team members.
- Plans, organizes, and provides overall direction for the development of a technology architecture and governance framework that defines the working relationship of technology components.
- Develops and implements internal policies, procedures and planning for the use of technology.

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- Plans, directs and oversees the Technology Services Department and formulates and manages the department budget.
- Plans, organizes, and provides overall direction for integrated planning of all administrative and educational computing, telecommunications including system and software acquisitions, network design and implementation.
- Leads technology staff in implementing strategic plans and supporting on-going technology programs, including training efforts for users of all software modules via utilization of both internal and external resources.
- Recommends vendor contracts covering the acquisition of equipment, software and services, including the installation and on-going maintenance of the information technology inventory.
- Safeguards agency and district systems, networks, and data against cybersecurity threats, including malware, ransomware, and unauthorized access.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's Degree from an accredited college or university with major coursework or extensive experience in technology/educational technology or related field required.
- A minimum of eight years of job-related administrative experience with demonstrated competence in educational technology, information systems, and technology support.

Knowledge of:

- Principles, practices, and techniques for the operation of both computer and large-scale, high volume data processing operations providing complex services to users.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Artificial intelligence (AI) technologies, including the ability to identify, troubleshoot, and appropriately address AI-related issues, risks, and limitations.
- Principles and methods for establishing goals, objectives and implementation plans to accomplish data processing solutions for identified needs.
- Role of information and educational technology in an educational agency.
- Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

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- Communicate effectively in both oral and written form; read, understand and follow instructions
- Financial and statistical analysis and control.
- Creative and adaptive program planning, design, implementation, maintenance, and evaluation.
- Exercise sound judgement.
- Establish and maintain positive working relationships with those contacted during the course of work.
- Demonstrate respect and sensitivity for cultural differences; educate others on the value of diversity; promote a harassment-free environment
- Manage and prioritize multiple activities.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California Driver's License
- The availability of an automobile with liability coverage

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified Management

Salary Range: Executive Director of Technology Services

Approval Date: March 11, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.