

DIRECTOR OF INFORMATION TECHNOLOGY

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent of Business Services, the job of Director of Information Technology is done for the purpose/s of ensuring that technological resources are delivered effectively and efficiently to support the operational and instructional goals of the District; providing leadership in the planning and integration of technology across multiple sites, departments and platforms; overseeing the planning, designing, installing, supervising and maintaining the District's networked technology systems (WAN, LAN, Internet, Intranet, wireless access, voice communication, low voltage systems, multi-media equipment, network security, backup systems), as well as general hardware and software; planning and installing network cabling; analyzing local area and wide area network traffic; providing network user support and assistance; and performs other essential job-related work as required.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Director of Information Technology is a single-position management classification responsible for the ongoing efficient operation of technology resources for information and communication systems which are essential to the organizational and instructional goals of the District. This includes long-term planning in coordination with the Facilities Construction Department as well as planning and implementation of technological systems and infrastructure projects not related to the Long Term Facilities Master Plan.

ESSENTIAL JOB FUNCTIONS

- Directs and oversees the administration of educational technology and information services; supervises assigned personnel responsible for planning, acquiring and implementing hardware and software to support instructional technology, data processing, telecommunication, and office automation; assures efficient District-wide technology operation at all sites and in all departments.
- Directs the development and maintenance of all data and communication systems, including feasibility studies, systems analysis and design, computer programming, conversion of data, and information storage and retrieval.
- Prepares and monitors contracts for information services with outside vendors, agencies and districts.
- Meets and consults with division and school administrators on the development, maintenance and effectiveness of data processing applications; develops and maintains effective communications and working relationships with administrative divisions and schools.
- Coordinates the preparation of District information and communications systems, with the Superintendent, Educational Services, Human Resources and Business Services and schools as required to meet instructional and operational goals.
- In coordination with the Director of Technology Project Management, plans, develops and directs construction, infrastructure and classroom design of computer and emerging technologies; works with State and local government agencies and authorities to expedite technologies into the District, the schools and the community; assists in interconnectivity.

CLASSIFIED

- Prepares and administers the Information Technology budget.
- Directs the evaluation, acquisition, installation, maintenance, and repair of information and communications technology equipment and software.
- Assures the validity of District information through the development of security and back-up/recovery procedures.
- Identifies needs and directs staff in developing technology solutions for instructional programs.
- Designs and implements support systems and learning networks to increase capacity for the use of technology by teaching staff and District administration.
- Coordinates training to increase use of computer technology resources
- Performs other duties as required.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

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 required to satisfactorily perform the functions of the job includes: data communications theory, protocols, and hardware; servers and server operating systems; personal computer hardware and software; database design and management; internet and intranet development standards; LAN and WAN network software and hardware configurations and enhancements; specific programming languages determined by current applications; data processing systems and procedures and data communications and network protocols; appropriate diagnostic tools and programs documentation; oral and written communication skills; email systems; file server hardware; basic familiarity with Unix; and firewall hardware and software; principles and practices of personnel supervision and training; principles of budget preparation and administration.

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 skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications, administering personnel policies and practices; communicating with persons of varied cultural and educational backgrounds; prepare budgets and financial plans.

ABILITY is required to plan effectively for and use technical staff and resources; develop and articulate long-term strategic plans; express complex ideas clearly and accurately both orally and in writing; assign duties and supervise and evaluate the work of technical staff; evaluate computing requirements and user needs and advise on appropriate hardware and software configurations; develop District policies and procedures for use of computing resources; Provide leadership and support of instructional technology plans; provide or direct others in providing customer service. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; problem solving with equipment is significant.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing others within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

WORKING 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 stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some temperature extremes and a generally hazard free environment.

EDUCATION

Education and experience equivalent to a Bachelor's Degree in business, public or educational administration, mathematics, management information systems, or related. Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the degrees.

EXPERIENCE

Three years of full-time experience working directly with information and communication network systems and two years of increasingly responsible supervisory or management experience.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance and Tuberculosis (TB) Clearance