

## SELECTION PROCESS:

Applications and Supplemental will be screened for evidence of the minimum requirements for the position. Falsification or omission of a material fact is cause for rejection, removal from the eligibility list or dismissal from employment.

**ELIGIBILITY:** All applicants are required to pass a qualifications/technical appraisal/oral examination (weight 100%). All applicants must achieve a passing score in order to be placed on the eligibility list.

**Employment Verification:** In accordance with the Immigration Reform and Control Act of 1986, new employees must provide written proof of their legal right to work in the U.S.

**Fingerprinting:** State law requires that all employees be fingerprinted. AB 1610 prohibits employment until the Department of Justice completes its obligations regarding the arrest and conviction information.

**Reasonable Accommodation For the Handicapped:** Individuals with disabilities requiring reasonable accommodation in the testing process must notify Classified Human Resources at 805-933-8810 no later than 3:30 p.m. on the filing deadline. If you have not made special arrangements by the deadline, it is understood no special accommodations are required.

## TO APPLY:

You must obtain an application packet and return the completed application and supplemental by the filing deadline to:

Santa Paula Unified School District  
Attn: Tommie Sanchez-Reyes, Director Human Resources-Classified  
500 E. Santa Barbara St.  
Santa Paula, CA 93060

Application must be sufficiently complete and specific to fully indicate the experience and other qualifications of applicants. Resume or additional attachments may be included with your application, but not in lieu of an application.

Posted: 09/17

## THE CITY OF SANTA PAULA

The City of Santa Paula, with a population of approximately 29,000, is located 65 miles northwest of Los Angeles and 14 miles east of Ventura and the coastline of the Pacific Ocean. It is the geographical center of Ventura County, situated in the rich agricultural Santa Clara River Valley. The city is surrounded by rolling hills and rugged mountain peaks, in addition to orange, lemon, and avocado groves. Santa Paula is referred to as the "Citrus Capital of the World." In the city there are many old homes undergoing restoration, a Southern Pacific Depot built in 1887, and a small but busy airport called the "Antique Airplane Capital of the World." Television and movie crews are a common sight. The city also has an active redevelopment plan which includes expansion of housing developments as well as new elementary and high school sites. The location makes it a wonderful place to live, work and raise a family.

## THE DISTRICT

The Santa Paula Unified School District was approved by the voters in November 2012, and began operation on July 1, 2013.

The new District operates an early childhood education program, six K-5 elementary schools, one 6-8 middle school, one comprehensive high school and one continuation high school. Approximately 597 certificated and classified employees serve 5500 students on a budget of \$65 million.

Santa Paula Unified is proud to be the home of the National MESA Champions, the Migrant Speech/Debate Winners, a CSBA Golden Bell Award recipient, two award winning academic academies, and a National Blue Ribbon School, Grace Thille Elementary. In addition, both high schools were recently awarded six year accreditations, a new track and field facility and a state of the art science/technology building was recently completed. The district is very proud to aggressively pursue on innovative 21st century technology plan.

The Governing Board and the Personnel Commission do not discriminate on the basis of race, color, ancestry, national origin, ethnic group, age, religion, sex, sexual orientation, marital or parental status, physical or mental disability; gender, gender identity or expression, or genetic information.

**An Exciting Career  
Opportunity  
Awaits You At:**

**Santa Paula Unified  
School District**

**PERSONNEL COMMISSION**

**DIRECTOR  
TECHNOLOGY**



**SALARY RANGE:  
\$107,663 — \$125,952**

**FINAL FILING DATE:  
October 13, 2017**

## **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent -Business Services, plan, organize, control and direct technology services and activities; coordinate, develop, install and maintain a variety of software and information systems and applications District-wide; serve as a technical resource and coordinate technical support for personnel; train and supervise the performance of assigned personnel.

## **REPRESENTATIVE DUTIES:**

Plan, organize, control and direct technology services and activities; develop, implement and maintain technology systems and services; ensure appropriate equipment, materials, personnel and resources are available to meet technology needs; prioritize support needs; ensure technology activities are performed in compliance with applicable laws, codes and regulations; coordinate, develop and maintain a variety of software and information systems and applications for various departments; develop and maintain technological policies and procedures; develop, maintain and coordinate the installation and maintenance of Local Area Network (LAN) and Wide Area Network (WAN) to ensure smooth and efficient information flow; train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; direct staff in support activities and proper use of technology; serve as a technical resource and coordinate technical support for various District departments and school personnel; respond to inquiries and provide information; communicate with other administrators, personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provide technical expertise, information and assistance to the administrator regarding technology functions; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action; oversee District licensing requirements, District ERATE program, inventory tracking system, and technology purchases;

plan, organize and implement long and short-term technology plans and activities designed to enhance technology programs and services; conduct research and development; provide project management; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; operate technology tools, a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work; attend and conduct a variety of meetings as assigned; perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Knowledge of:** Planning, organization and direction of technology services and activities; installation and maintenance of LAN and WAN systems; federal funding, grants and ERATE; security and data access laws; purchasing, bid requirements and project planning; network components including bridges, routers, hubs and cabling; technical aspects of computer training and support; budget preparation and control; oral and written communication skills; principles and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy; operation of a computer and assigned software.

**Ability to:** Plan, organize, control and direct technology services and activities; coordinate, develop, install and maintain a variety of software and information systems and applications District-wide; supervise the performance of assigned personnel; serve as a technical resource and coordinate technical support for personnel; communicate effectively both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned office equipment; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction; plan and organize work; prepare comprehensive narrative and statistical reports; direct the maintenance of a variety of reports and files related to assigned activities.

**Education/Experience:** Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: bachelor's degree in information technology or related field and five years increasingly responsible experience in the administration of technology services and activities.

## **Licenses & Other Requirements**

Valid California driver's license.

## **WORKING CONDITIONS**

### **Environment:**

Office environment; driving a vehicle to conduct work.

### **Physical Demands:**

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to view a monitor and read a variety of materials; sitting for extended periods of time.

## **BENEFITS & WORK YEAR**

224 workdays, 14 paid holidays, and 22 vacation days. Fringe benefits include medical, dental, vision, life insurance and PERS.

Mileage — \$100 per month