



LAKE COUNTY OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

Position Title: **Director of Information Technology**

Job Summary: Under the direction of an assigned administrator, plan, organize, control and direct the activities and operations of the Information Technology Department; evaluate, develop, modify and implement Information Technology and procedures; supervise and evaluate the performance of assigned personnel; facilitate communication with other LCOE departments, school district personnel and other agencies.

Representative Duties:

(Incumbents may perform any combination of the essential functions shown below. The position 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.)

Knowledge and Abilities:

Knowledge of:

- Planning, organization and direction of the Information Technology Department.
- Principles and techniques of systems development and administration, program planning and computer programming and processing.
- Principles and elements of computer systems and procedures analysis and design.
- Organization, procedures and operating details of the department.
- 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 and administer the activities and operations of the Information Technology Department.
- Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions and recommendations, and design and implement procedures.
- Train and evaluate the performance of assigned staff.
- Analyze, interpret and report research findings.
- Apply principles of data processing to various problems.
- 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.
- Assist in the day-to-day operations and tasks of the Information Technology department.
- Work as part of a team and to collaborate with colleagues.
- Establish and maintain cooperative working relationships.
- Invite information, constructive criticism and cooperation from others.
- Establish rapport and gain the trust of others.
- Maintain equanimity in the face of resistance, indifference or hostility.
- Work effectively in a strong service environment, under pressure, and subject to changing priorities.

Education and Experience:

Any combination equivalent to: bachelor's degree in Information Technology, computer science, data processing, business administration or related field and five years increasingly responsible data processing and Information Technology analysis work including one year of supervisory experience preferred.

Licenses and Other Requirements: Possess a valid California driver's license and responsible driving record.

Salary: Appropriate placement on Classified Management Salary Schedule. Range: 4 Detailed salary schedules can be found on the Lake County Office of Education Website (www.lakeco.org) under Human Resources. FLSA: exempt. *Federal Labor Standards Act - employee is exempt from overtime.*

Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Environment:

- Computer center work environment.
- Constant interruptions.

Physical Abilities:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; e
- Manual dexterity sufficient to write, use telephone, business machines, operate an automobile; e

- Vision sufficient to read printed materials; e
 - Hearing sufficient to communicate and provide information to others; e
 - Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; e
 - Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; e
 - Physical mobility sufficient to move about the work environment (office, District, from school or home site to site); e
 - Drive an automobile and respond to emergency situations; e
 - Physical strength sufficient to lift twenty-five (25) pounds; e
 - Physical stamina sufficient to sit for prolonged periods of time: e
 - Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. e
- (e) = essential

Hazards:

- Driving a vehicle on country roads and on occasion during adverse weather conditions.

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