EDCOE
EL DORADO COUNTY
OFFICE OF EDUCATION

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CLASS SPECIFICATION

JOB TITLE: Director of Information Technology

Job Purpose Statement: Under direction of the Associate or Deputy Superintendent of Educational Services, provides vision and leadership to assess potential areas of opportunity in which innovative technology can enhance the organization's operational effectiveness. Serves as advocate for El Dorado County programs and school districts in the technology area; confers with school districts and regional representatives on technology plans and matters impacting California schools. Represents EDCOE at various county, regional and state technology-related committees; makes technical presentations to educational agencies and groups; attends various professional meetings to remain current concerning trends in the field; ensures that the technology resources and services are aligned with the mission and strategic priorities of EDCOE.

Essential Job Functions:

- Maintains knowledge of current systems software for the purpose of recommending and implementing new programs.

- Prepares written and oral reports and budgets for the purpose of complying with special project requirements and providing written support and/or conveying information.

- Conducts feasibility studies on new data processing applications and programming needs for the purpose of advising administration regarding purchase or lease of suitable equipment, software, programming and staffing.

- Analyzes computer systems and coordinates programming related to the County Office of Education and school districts for the purpose of implementing and maintaining department services and/or programs.

- Coordinates, plans, develops, schedules and implements technology projects; supervises the preparation and scheduling of technology work orders; maintains work orders system; analyzes and modifies activities for the purpose of responding to program/district technology needs; monitoring progress of projects; inspecting completed projects for accuracy and completeness.

- Supervises and participates in the installation, configuration, modification and maintenance of computer hardware, software, networks and peripherals for the purpose of assuring smooth running of computer systems and work stations; assures proper installation and updating of software and applications.

- Oversees and provides direction as needed on student information and various database systems and related applications for the purpose of assisting with developing and implementing student information services, goals, objectives, plans and activities.

- Provides consultation to personnel, outside agencies and the public concerning technology operations, activities and related functions for the purpose of assisting in partnering and support IT functions with the broader community and community partners.

- Responds to inquiries, resolves issues and conflicts and provides detailed and technical information concerning related codes, laws, standards, requirements, practices, goals, objectives, rules, regulations, policies and procedures for the purpose of advising programs and districts regarding compliance and maintaining high standards.

- Supervises, trains and evaluates the performance of assigned personnel.

- Interviews and selects employees and recommends transfer, reassignment, termination and disciplinary actions.

- Develops staff schedules, assigns employee duties and reviews work for the purpose of achieving accuracy, completeness and compliance with established standards and procedures.

- Coordinates, develops, implements and conducts training activities; arranges for substitute personnel as needed for the purpose of assuring effective and efficient project and program management.

- Communicates with and meets with EDCOE program and district personnel and various outside agencies for the purpose of exchanging information and resolving issues or concerns.

- Attends, participates and conducts a variety of meetings, in-service training, workshops, etc., as assigned, for the purpose of conveying and/or gathering information required to perform job functions.

- Develops, implements, and administers goals, objectives, and procedures for providing effective and efficient program services.

- Establishes and maintains cooperative working relationships with staff, organizational members, grantors and other clients.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

Job Requirements - Qualifications:

Education: Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described. A typical qualifying background would include a Bachelor's degree in Information Technology Management, or a related field.

Experience: Increasingly responsible experience managing an Information Services unit in a multifaceted agency; Knowledge of principles and operation of Enterprise Information Technology systems at a senior level; Three (3) years of experience in midrange computing systems, network operating systems and desktop operating systems.

Skills, Knowledge, and/or Abilities:

- **Skills to**: Set priorities and make decisions on a variety of complex matters; Market services to prospective clients; Plan and complete technical project deliverables; Create contract packages; Develop and monitor complex budgets and monitor expenditures; Work with technical production staff to determine appropriate processes and procedures to address specific objectives; Organize work to meet strict deadlines; Plan, coordinate and manage technical assistance and professional development activities; Communicate effectively in both oral and written forms; Interact with clients and users in non-technical, clear terms.

- **Knowledge of:** Operational characteristics, services, and activities of a comprehensive data services/network center; Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; Windows domains, UNIX and Linux systems; Network in WAN, LAN, and Internet connectivity; Concepts, principals, practices, and operational characteristics of emerging technology in assigned areas of responsibility; Methods and techniques of hardware and software installation; Experience

managing, designing, and maintaining local and wide area networks; Advanced principles and procedures of Information Technology infrastructure administration; Principles and practices of budget preparation and administration; Data management; Principles and practices of leadership, supervision, training, and performance evaluation; and Knowledge of pertinent federal, state, and local laws, codes, and regulations.

- **Abilities to:** Think globally and carry out complex projects independently; Plan, organize and direct operations and activities involved in the installation, configuration, operation, maintenance and repair of EDCOE/District computer systems and related hardware, software and networks; Coordinate, plan, develop, schedule and implement technology projects and communications to meet EDCOE/District needs; Plan and conduct in-service trainings; Supervise, train and evaluate the performance of assigned personnel; Prioritize, assign and coordinate responses to work orders; Communicate effectively both orally and in writing; Respond effectively to customers and focus on providing excellent customer service; Interpret, apply and explain laws, codes, rules, regulations, policies and procedures; Establish and maintain cooperative and effective working relationships with others; and Work independently with little direction.

Significant physical abilities include reaching/handling/fingering, lifting/stooping/carrying/ pushing/pulling, lifting up to 50 lbs., talking/hearing, near visual acuity/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required: If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability, TB test clearance, Criminal Justice Fingerprint Clearance.

Salary Schedule B
Range 1
Approved: 8-8-17