Classification Specification

Job Code:	0121	Work Year:	Salary Range: 70
Job Family:			HR/Day:
FLSA Status:	Exempt	EEOC OCCUPATIONAL GROUP:	Management

INFORMATION TECHNOLOGY DIRECTOR

DEFINITION:

Plan, organize, control, and administer the District's information technology services and activities; provide leadership and direct the development of strategic plans for the delivery of technology and information services to users; direct and monitor the ongoing development of standards for computer hardware, operating systems, networks and software.

SUPERVISION:

Receives direction from the Chief Business Officer
Exercises direct supervision over professional, technical and assigned office support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plan, organize, control, and direct, and participates in the development and implementation of goals, objectives, policies and procedures related to the Information Technology Department.
- Develop, implement and monitor goals, priorities, procedures, schedules and standards related to internal information systems operations; assure compliance with established goals, priorities, procedures, schedules and standards.
- Establish procedures for the maintenance of the District's database integrity.
- Assesses and analyze existing and proposed systems.
- Provide advice on personnel, hardware, software, and alternative methods of meeting the District's information technology requirements. Identify potential areas of improvement achievable through new and improved systems.
- Evaluates new technical developments in view of the District's plans and objectives.
- Evaluates new hardware and software technology and assesses applicability to requirements of the District.
- Projects information technology resource requirements, including personnel, equipment, and materials.
- Provides efficient and secure computer systems and services to meet the District's needs. Reports to management on progress in information technology development projects, resource utilization, and production performance.
- Develop and prepare the annual preliminary budget for Information Systems; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established
- Measures performance of personnel, equipment, and systems by utilizing key performance indicators.
- Plans and participates in management education information technology concepts.
- Reviews requests for additional services and identifies impacts on current and planned resources.
- Works with staff, vendors, and consultants to design secure, resilient and flexible infrastructure and data systems using industry standard technologies.

- Applies cost/benefit analysis methods to current and proposed applications, hardware and software configurations, organization structuring, and personnel management.
- Selects contractors and monitors progress for system development assignments.
- Writes grants and secures funding. Performs business process re-engineering in a K-12 educational environment.
- Ensures that backup/recovery plan and security standards exist and are followed for all systems.
- Manage computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software updates, and tuning of
- computer system for efficient operation and support for District students and staff.
- Oversee the development and control of District's databases; develop and implement District-wide
- database standards.
- limitations; prepare cost estimates on data processing activities and project control as directed.
- Direct the development of new programs; prepare progress reports as appropriate.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, vendors, consultants, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Supervise, trains, and evaluate the performance of assigned staff; interview and select employees.
- May participates in LCAP planning.
- May be required to attend Board meetings.
- Performs job related duties as assigned.

KNOWLEDGE OF:
- Knowledge of principles, practices and techniques of integrated information systems management, including network and applications design, hardware and software options for instructional and school administration applications and system alternatives.
- Knowledge of applicable educational/federal, state, and local laws, regulations and procedures.
- Knowledge of principles and practices of organization, administrative and personnel leadership and management.
- Knowledge of methods and techniques applicable to long-range and strategic technology planning.
- Knowledge of implementation and enforcement of information protection and security systems.
- Knowledge of network architectures, theory and principles of local and wide area enterprise network design and integration, including topologies and protocols; principles and practices of advanced network administration.
- Knowledge of institutional technology, including potential use, acquisition and configurations in a multi-site environment.
- Knowledge of methods and techniques of project management as applied to technology systems projects.
- Knowledge of operating principles, parameters, methods, practices and limitations of computers, PC network hardware and devices and related peripheral equipment.
- Knowledge of advanced structured systems analysis and design techniques.
- Project control and management techniques.
- Knowledge of data centers, WAN, LAN, and software systems design and management.
- Knowledge of statistical principles and methods of compiling statistical data.
- Knowledge of SAC accounting principles and practices.
- Knowledge of principles and techniques of budget development and administration.

ABILITY TO:
- Ability to stays current on new developments in digital technology and on trends in educational and business computing.
- Ability to interpret and apply administrative and departmental policies, laws and regulations
- Ability to research and apply effective cybersecurity and data governance practices in order to ensure the integrity and security of the District's data and systems.

- Ability to draft RFPS, review and select proposals, negotiate, and manage consultants for contracted assignments.
- Ability to manage simultaneous complex projects using tools such as Microsoft Project and smartsheets.
- Ability to select industry standard infrastructure and data system products as optimal solutions for school District needs.
- Ability to perform research required to implement technical systems, solve technology related problems, and evaluate solution options.
- Ability to analyze situations carefully and adopt effective courses of action. Ability to manage information technology operations involving multiple independent and integrated information systems.
- Ability to prepare a variety of written reports.
- Ability to make oral presentations and represent department and district in meetings at various levels.
- Ability to prepare and administer a budget.
- Ability to collaborate with regional partners, surrounding agencies and other industry groups.
- Ability to create and maintain a culture of collaboration and continuous improvement with other SBCUSD departments, school sites, and outside partners.
- Ability to operate a computer and assigned software programs.
- Ability to maintain current knowledge and evaluate emerging technology and related trends in the industry make recommendations regarding various hardware, software and supplies; serve as liaison with vendor representatives and assure maximum efficiency from service providers, equipment and software.
- Ability to implement and maintain staff development and on-going training programs designed to keep information technology staff current with the technologies in use throughout the district.
- Ability to supervise, train and evaluate assigned staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow oral and written instructions, work rules, regulations and procedures; provide effective management.
- Ability to interact with others with courtesy and respect;
- Ability to accept supervision and constructive criticism; and appear for work on time.
- Ability to uses personal transportation for incidental travel.

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.)

- Five (5) years of management experience (within the past ten (10) years) in the administration of information systems and technology in an educational environment. . California School system preferred.

- A bachelor's degree from an accredited institution in Computer Science, Information Systems, or a closely related field.

- A master's degree in a related field is preferred.

California Educational Technology Professionals Association (CETPA) leadership certification is preferred.

Licenses/Certificates/Registrations
A valid California driver license and auto liability insurance. *

SPECIAL REQUIREMENT:
Personal transportation for incidental travel. **
*Must be presented/**available upon offer of employment and maintained throughout employment in this position.