CLASS TITLE: DIRECTOR III, TECHNOLOGY SYSTEMS

RANGE: 35

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Business, plan, organize, control and direct the installation, configuration, operation, maintenance and repair of administrative and educational technology in accordance with current industry and California K-12 educational standards; coordinate and direct projects, resources, personnel, user support functions and communications to meet County Office technology needs and assure smooth and efficient Technology services and activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the installation, configuration, operation, maintenance and repair of administrative and educational technology in accordance with current industry and California K-12 educational standards and other laws, codes, rules, ordinances, regulations, policies and procedures; establish and maintain related time lines and priorities.

Coordinate and direct projects, resources, personnel, user support functions and communications to meet County Office technology needs and assure smooth and efficient activities; oversee the development, implementation and regular update of Technology projects, plans, programs, policies, services, goals,   objectives, standards, internal controls and activities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assist County Office and school district personnel in developing and implementing professional and staff development opportunities in educational and administrative technology including administrators, teachers and staff.

Direct and participate in a variety of network administration activities including the operation and maintenance of Local Area Networks (LANs) and Wide Area Networks (WANs) for computers and manage region-side Internet connections; establish and maintain user and e-mail accounts, passwords, back-ups and internet connectivity; assure network system security and proper running of anti-virus programs; develop and implement security policies; work with outside consultants to periodically check network stability and security status; maintain ISP cost recovery budget and related records.

Coordinate and direct user support functions; oversee and participate in technical assistance services concerning the operation of computer systems, hardware and software; respond to inquiries and provide technical information and training concerning related practices, requirements, procedures and malfunctions; provide troubleshooting, determine type of request and provide solutions.

Develop and maintain database systems that assist County Office departments meet their department

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data goals and objectives; perform upgrades and changes as requested; coordinate database back-ups.

Coordinate, direct and participate in the installation and upgrading of computer software, hardware, peripherals and network components such as cables, hubs, routers and switches; direct the set-up of classroom and office work stations; assure proper installation and maintenance of server, printing and work station hardware and software, and testing of applications to assure proper operation.

Project and assure adequate technology resources to meet County Office technology needs; design, develop and implement projects and systems; estimate time, personnel and resource requirements for projects; coordinate purchasing activities as appropriate; calculate and prepare cost estimates.

Monitor and evaluate technology systems, services and activities for financial effectiveness and operational efficiency; respond to staff input concerning technological needs; direct the development and implementation of technology programs, systems, policies and procedures to enhance the financial effectiveness and operational efficiency of the Technology Department.

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; assist grant writers in preparation and acquisition of technology grants; oversee the grants program.

Provide technical assistance to the Superintendent regarding technology activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel, administrators, school districts and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide information and complete surveys as requested for federal and State agencies.

Prepare and maintain various records and reports related to technology, budget, personnel and assigned activities; maintain software licenses and supervise proper legal use for network applications.

Operate a variety of office equipment including computers, scanners, servers, peripherals and a variety of specialized software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; serve as region liaison on assigned committees; attend and conduct technology conferences as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the installation, configuration, operation, maintenance, troubleshooting, diagnosis and repair of administrative and educational technology systems.
County Office organization, operations, policies and objectives.
Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals, networks and related equipment.
Computer hardware, network systems and software applications utilized by the County Office.
Principles and techniques of systems and network analysis.
Applicable types of cabling, operating systems, servers and network design.
Database structures, on-line applications and system capabilities of County Office computer systems.
Applicable standards, laws, codes, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize, control and direct the installation, configuration, operation, maintenance and repair of administrative and educational technology in accordance with current industry and California K-12 educational standards.
Coordinate and direct projects, resources, personnel, user support functions and communications to meet County Office technology needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Oversee the development and implementation of Technology projects, plans, programs, policies, services, goals, objectives and activities.
Estimate and assure adequate time, staff and resources required for projects.
Direct and participate in technical assistance services concerning the operation of computer systems, hardware and software.
Plan, organize, direct and participate in the investigation, troubleshooting, diagnosis and repair of hardware, software, network and telecommunication system malfunctions.
Coordinate, direct and participate in a variety of network administration activities.
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 and maintain various records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination of experiences equivalent to: bachelor's degree in computer science or related field and five years increasingly responsible experience involving the operation, maintenance and repair of computer systems, hardware, software and networks including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a variety of computer equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.