

CHIEF TECHNOLOGY OFFICER (Internal Only)

SALARY:	\$168,245.76 to \$188,638.08 Annually (Range 600)
LENGTH OF SERVICE:	228 Days per year/12 Months
APPLICATION DEADLINE:	April 30, 2018 (4:00 p.m.)
LOCATION:	Technology Services, San Bernardino

POSITION DESCRIPTION

The Chief Technology Officer (CTO) is a cabinet level executive position reporting directly to the County Superintendent. The CTO provides leadership in developing the information and educational technology services, vision and policy for the San Bernardino County Superintendent of Schools (SBCSS). The CTO is responsible for shaping and directing both immediate and long range strategic information systems requirements, operating core information technology resources and services and managing the centralized aspects of those resources necessary to support the educational and business mission and priorities of SBCSS. This includes long-term planning and delivery of services in the area of educational technology, information systems, software applications, data center operations, telecommunications, network operations, enterprise systems and comprehensive client support services.

ESSENTIAL JOB FUNCTIONS

- Provide strong, collaborative, forward thinking and responsive leadership in the development, management and maintenance of County School's technology programs and services and formulation of strategies that address both immediate and future technology needs and services;
- Provide vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of the County School's services and programs, enhance operational effectiveness, and accelerate student achievement;
- Participate as a member of the Superintendent's Strategic Leadership Team for overall planning and direction of the County School's functions and services, advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and create an effective environment and understanding of technology for team members;
- Lead the development of a technology architecture and governance framework that defines the working relationship of technology components within County Schools;
- Develop and implement internal policies, procedures and planning for the use of technology at County Schools;
- Lead the process for review and analysis of organizational business processes to ensure effective technology support for the processes;
- Identify, transfer, consolidate, and integrate new and legacy technologies into an enterprise infrastructure platform;
- Monitors and evaluates technology performance County Schools wide;
- Manages client relations to ensure development of service-objective expectations for technology services;
- Provide management oversight for computing, information processing and communications resources across systems, and directs and coordinates cooperative working relationships between centralized and distributed technical operations to achieve effective and cost beneficial County Schools wide solutions and comprehensive services to all clients with the effective and creative use of technology;
- Lead technology staff in implementing strategic plans and supporting on-going technology programs, including training efforts for users of all software modules via utilization of both internal and external resources;
- Recommend vendor contracts covering the acquisition of equipment, software and services including the installation and on-going maintenance of County School's information technology inventory;
- Serve as a representative to State and Federal officials as requested; make presentations to associations, community groups and others regarding SBCSS matters and assigned subject or program areas;
- Plan, direct and control the Technology Services Division and formulate and manage the division budget;
- Attend various professional meetings to remain current concerning trends in the field;
- Perform related duties as assigned.

JOB REQUIREMENTS

Experience planning, developing, implementing and monitoring large-scale technology in a private and/or public education institution; working with various telecommunications systems, hardware, software, installation, repair and upgrading techniques; implementing and monitoring information systems security; integrating technology into K-12 curriculum; working with infrastructure to include data delivery and distribution and systems; and developing standards and technical concepts;

Skill applying appropriate laws to operations, developing policies, procedures and practices; gathering, analyzing and interpreting data; identifying, recommending and implementing changes to maximize efficiency; motivating staff to develop necessary job related skills to improve job performance; providing staff authority and discretion to accomplish work tasks and make decisions; maintain a high level of

security and confidentiality of information; to accomplish goals and tasks through others by delegation, follow up and oversight; and working effectively under pressure;

Knowledge of principals, practices, and techniques for the operation of both microcomputer and large-scale, high volume data processing operations providing complex services to users; principles and practices of personnel management and budget development and administration; principles and methods for establishing goals, objectives and implementation plans to accomplish data processing solutions for identified needs; role of information and educational technology in an educational agency; of emerging technologies and best practices; business process documentation, re-engineering and improvement; educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies;

Ability to plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities; formulate and implement program goals, objectives, and schedules; develop and implement strategic plans and changes required to achieve goals and objectives; communicate effectively both orally and in writing; supervise, train, and evaluate the work of assigned staff; establish and maintain excellent collaborative relationships with executive staff, vendors, and clients; manage client relations to ensure development of service-objective expectations; conduct meetings utilizing consensus building techniques and conflict resolution strategies; travel to various locations;

Physical Abilities include sitting, standing, and walking for extended periods, reaching, fine manual dexterity, pushing, pulling, talking, hearing, near and far visual acuity, depth perception, and field of vision.

MINIMUM QUALIFICATIONS

- Five (5) years of experience as a leader in the field of technology;
- Seven (7) years of experience planning, developing and implementing large-scale technology infrastructure systems and services, including five years at a management level in a large-scale computer data center;
- Possession of a Bachelor's Degree in Computer Science, Information Technology or a closely related field from an accredited college or university.

DESIRED QUALIFICATIONS

- Valid California Teaching Credential;
- Valid California Administrative Services credential or Certificate of Eligibility;
- Experience as an administrator in a California school district or county office;
- Experience as a staff development facilitator/presenter;
- Certification in the areas of project management and/or information technology.

NECESSARY MATERIALS FOR APPLICATION

- Completed Ed-Join online application (Incomplete applications will not be considered. All fields must be filled in.);
- Letter of application/introduction outlining skills and abilities related to the position;
- Current resume;
- Copy of Bachelor's Degree;
- Three (3) current (dated and signed within 3 years) letters of reference;
- Applicants must meet the minimum qualifications and provide all necessary materials online prior to the stated deadline in order to qualify as a candidate.

APPLICATION PROCESS: All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Human Resources; scroll down then click on "[Click Here to Jump to the EDJOIN website](#)" and attach your online profile ***to this job posting #***. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made.

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S. An Equal Opportunity Employer.