

DIRECTOR OF INFORMATION SERVICES

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Superintendent, the Director of Information Services will plan, implement and manage technology services and equipment in the district.

ESSENTIAL FUNCTIONS:

- Plan, design, implement, maintain and monitor district infrastructure and district automated systems.
- Oversee and implement district technology projects.
- Communicate with Superintendent and/or designee on any potential issues that would affect 100% uptime, usage, and/or completion of projects.
- Create budgets and project plans for implementation of system-wide hardware and software.
- Maintain budgets and funding programs for district technology investments (E-rate).
- Work closely with Curriculum Department and Cabinet to develop standards, policies and procedures for computer usage and users to execute District Technology Plan.
- Plan and test implementation with non-production equipment before executing district-wide implementation plans.
- Perform and test usability of district data backups on all critical systems and adhere to district retention policy for data.
- Work with District Administration to provide professional development for automated systems.
- Design, plan, implement and maintain district-wide programs for IT and Curriculum infrastructure (e.g. Lexia, AR, Follett, Computerhelp, Inventory, Aeries, Email, etc.).
- Assist in maintaining an inventory of IT and Curriculum software and hardware.
- Perform other duties as assigned by management.

EMPLOYMENT STANDARDS:

- Ability to plan, design, implement and maintain large IT projects and budgets.
- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to type at a rate of forty five (45) words per minute.
- Ability to follow oral and written directions.
- Ability to participate as a team member with groups and individuals in the implementation of district-wide and site-specific uses of technology.
- Ability to get along with co-workers and deal with the general public tactfully and courteously.
- Ability to multi-task and organize multiple concurrent projects.
- Possess a valid and appropriate California State Driver's license.

KNOWLEDGE OF:

- District policies and procedures as they apply.
- A variety of technology systems: network, server, desktop, and mobile devices. Experience with industry development of technology products in these areas.
- Network and Internet practices and standards including WAN, LAN routing and switching functionality.
- Design and provide specifications required in developing plans for the use of technology district-wide.

SKILL AND ABILITY TO:

- Install, troubleshoot, upgrade and dispose of computer hardware and software according to district procedures.
- Accept change with a positive attitude and be flexible to multiple project demands.
- Receive, assemble and test new equipment.
- Connect, maintain and integrate platforms for expanded operations.
- Plan design, implement, maintain and monitor WAN, LAN, and Internet systems.
- Communicate effectively with other personnel, both verbally and in written form.
- Read blueprints, schematic diagrams and technical manuals and follow instructions.

PHYSICAL FUNCTIONS:**Ability to:**

- Sit and stand for extended periods of time.
- Reach in all directions.
- Lift and carry forty (40) pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and effectively.

EXPERIENCE:

High School diploma or equivalent and successful completion of a BA/BS degree in computer technology or closely related field. Completion of Technology Certification classes highly desired. At least five years of progressively responsible related work experience in the management, design and planning of technology systems, including project planning, management consultation, installation, repair and maintenance may serve as substitute for formal certification classes.

WORK YEAR:

The work year is two hundred sixty (260) days less paid holidays and earned vacation.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.