



## Director of Information Technology

Department/Division:	Information Technology
Reports To:	Deputy Superintendent, Administrative Services
Provides Direction To:	Information Technology/Networking Coordinator
FLSA Exemption Status:	Exempt
Date Prepared:	October 25, 2012
Date Approved by Personnel Commission:	November 6, 2012
Date Adopted by Board:	November 7, 2012
Salary Range:	\$82,425 to \$100,283 annually (proposed)

### GENERAL PURPOSE

Under administrative direction, performs highly responsible managerial work in organizing, planning, and supervising the operations of the Information Technology Department, including the work of staff, contractors, and vendors; evaluates information technology needs and District specifications and requirements; establishes work plans and priorities in concert with Cabinet, Board, and school representatives; and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Director of Information Technology is distinguished from the Information Technology/Networking Coordinator by its greater accountability for long-term investment in District-wide software, hardware and telecommunications systems. The Director of Information Technology has continuing interfaces with Cabinet members, school site management personnel, and other technology specialists within the educational community.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Establish information technology goals, objectives, and policies to address District infrastructure needs and user requirements by working directly with Cabinet and school site management, staff, committee representatives, faculty, and educational and business advisors.

## ESSENTIAL FUNCTIONS (continued)

2. Evaluate *and maintain* the effectiveness of operating systems, hardware, software, telecommunications systems, and work processes; plan long-term system upgrades and account for the level of integration and costs associated with existing resources.
3. Lead *and maintain* the development and effective implementation of the District's Information Technology Plan in accordance with effective asset management practices.
4. Analyze factors related to systems capacity, security, hardware functionality, support services, portability of data, and user knowledge; coordinate security audits and disaster recovery updates.
5. Develop, organize, and supervise department resources by establishing priorities, project work plans, and timelines, and by managing and regularly reporting upon the status of projects and work assignments.
6. Study feedback and analyze user commentary to determine business staff training needs, including effective means of using data for internal analysis, presentations, and State and federal statutory reports.
7. Evaluate web-based and e-mail technologies and applications and work with business and educational representatives and the Superintendent to determine the best means of providing this information in District resources.
8. Prepare department budget, including planned personnel, operating, contract services, and capital investment expenditures and cost projections given analysis of project and work requests.
9. Participate in the selection, training, and evaluation of departmental personnel; analyze bid specifications associated with information technology applications and hardware and software upgrades.
10. Meet with educational representatives, advisors, and vendors to discuss various information technology related projects, upgrades, and system enhancements, and potential impacts upon existing databases, servers, networks, and storage devices.
11. Attend user group meetings and forums to discuss information technology trends, evaluate the quality of products and vendor resources, and to consider areas for improvement.
12. Attend meetings with Cabinet, school site, educational, and committee meetings, consider ideas and areas for improvement, and make a variety of presentations.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Microcomputer systems, networks, client-servers, and telecommunications standards, trends, principles, practices, and contract administration practices; Microsoft and Apple operating systems and networking systems related to a range of hardware such as servers, hubs, switches, routers, firewalls, related components, software, and utilities programs; Microsoft Exchange and Outlook administration, and related email systems; business and educational software applications; web hosting and data applications; SQL or similar database administration practices; information systems planning practices and user requirements; principles and practices of management and supervision, including the setting of goals and objectives, work planning processes, and employee evaluation; district's personnel rules and regulations; information technology project management practices; purchasing and contract administration policies and bidding practices.

### **Ability to:**

Plan, organize, and coordinate information technology projects and assignments; supervise, assign, inspect and evaluate the work of staff; motivate and evaluate staff and provide for their training and development; analyze complex information technology problems, evaluate alternatives, and recommend or adopt effective courses of action; research and consider information technology specifications, systems integration requirements and user applications; estimate project time requirements and labor rates; operate a variety of information technology hardware and software programs; analyze database applications required for District and State reporting; prepare and present clear and concise reports and other written materials; exercise independent judgment and initiative within established guidelines; communicate effectively, both orally and in writing; establish and maintain effective working relationships with District management, school officials, vendors, contractors, consultants, and the general public.

### **Education/Training/Experience:**

Bachelor's degree from a four-year college or university, or equivalent, with a major in information technology, computer science, or a closely related field is preferred; eight years of progressively responsible professional and technical information technology experience, including three or more years of school district project management, staff supervision, and contract administration experience is required.

### **Licenses, Certificates; Special Requirements:**

Valid Class C California Driver's License, acceptable driving record, and evidence of insurance is required. MCSE, CCDA, CCNA and/or equivalent technical certification involving business and educational software applications, networks, and database systems is highly desirable.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or computer controls. The employee is expected to be able to reach above shoulder and below shoulder level with hands and arms. The employee is required to occasionally stand and walk within work areas as well as to frequently sit while performing office work. The employee is expected to be able to bend, stoop, kneel, or crouch to inspect technology sites; lift and carry records or documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; plan and prioritize work; read and interpret technical specifications and budgetary data; consider information technology trends, and potential business and educational applications; analyze and solve problems; make presentations; observe and interpret user requirements; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact effectively with District management, school personnel, information technical advisors, vendors, contractors, consultants, and the general public.

## **WORK ENVIRONMENT**

The employee frequently works indoors within an office setting and occasionally travels to school, vendor, and meeting facilities to coordinate the review of information technology infrastructure and technology applications. The noise level is usually quiet or moderately quiet, at or below 85 decibels.