MODESTO CITY SCHOOLS

JOB DESCRIPTION

MANAGER-INFORMATION SYSTEMS

DEFINITION:

Under the direction of the Senior Director-Information & Technology Services, plan, organize and direct the operation of District information management systems including planning and scheduling Student System updates; develop, implement and maintain efficient systems to meet District operational needs; manage and coordinate data collection, submission, verification and certification of State reports; train, train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the operation of District information management system programs; review completed software development projects and tasks; determine future strategies.
- Analyze State and federal reporting requirements; recommend and implement system modifications to capture required data; inform relevant parties of system changes.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff to projects and related tasks.
- Serve as District liaison to assure compliance with State and federal data mandates and timelines; provide technical expertise, information and assistance to staff regarding District's data.
- Manage the integration of District applications and third party systems; assure the maintenance and management of District public and private websites.
- Troubleshoot system and data issues within District applications.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Senior Director, District personnel and administrators regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Information Systems Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Prioritize department work; review and evaluate requests for custom applications, projects and reports.
- Manage state and federal reporting data collections.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
- Any combination equivalent to: bachelor's degree in business administration, information systems management or related field and five years of management experience in information systems management.

Licenses and other Requirements:
- Valid California Class C Driver's License.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:
- Business and student systems management.
- Principles and methods of software development, including requirements, systems analysis, coding, quality assurance, testing and technical documentation.
- Server and relational database management systems, query and reporting tools.
- State reporting data collection systems.
- Family Educational Rights and Privacy Act.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:
- Coordinate State reporting activities.
- Analyze and maintain educational servers and databases.
- Train, supervise and evaluate the performance of assigned staff.
- Use SQL Server to store, query, report and present data.
- Prioritize projects and develop and execute plans to meet District and state reporting goals.
- 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.
- 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 comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:
- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/13/12

Board Approved: 7/30/12

FLSA Status: Exempt