

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SENIOR DIRECTOR-INFORMATION AND TECHNOLOGY SERVICES

DEFINITION:

Under the direction of the Superintendent, plan, organize, control and direct the implementation and use of information and communication services for District information, network systems, computer systems and instructional technology; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the use of technology to enhance student learning and increase District operational efficiency and effectiveness.
- Administer information and technology services, including data processing, office automation, voice and electronic communications, distributed processing security systems, and wide and local area networks.
- Direct the development and maintenance of information systems, including feasibility studies, systems analysis and design, computer programming, data conversion, information storage and retrieval and other processes.
- Coordinate evaluation and recommend procedures to respond to instructional and administrative needs for information and communications resources.
- Direct the evaluation, acquisition, installation, maintenance and repair of information and communication technology equipment and software.
- Assure security and validity of District information through protective measures and software.
- Prepare and monitor contracts for technology services with outside vendors, agencies and districts.
- Coordinate the submission of District data in accordance with State regulations.
- 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 Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- 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 and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget and multi-year budgets for the Information and Technology Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- 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 computer science, business administration or related field and five years in the administration and maintenance of management information systems including two years in a supervisory capacity.

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.

DESIRED QUALIFICATIONS:

- Master's Degree and ten years of related experience.

Knowledge of:

- Planning, organization and direction of an information technology department.
- Modern information systems equipment and other appropriate hardware, languages and software.
- Fundamentals of programming, computer operating systems, network technologies in a distributed network environment including database management.
- Installation, maintenance and repair of information systems equipment.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures including Family Educational rights and privacy ACT.
- Project management, methods, principals and practices.
- Effective network and security practices and principals.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Implement the installation and usage of integrated information technologies in an educational system.
- Supervise and evaluate the performance of assigned staff.
- 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.
- Constant interruptions.
- Driving a vehicle to conduct work.
- Work evening and variable hours.

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.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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: 3/18/14

Board Approved: 4/28/14

FLSA Status: Exempt

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