

TECHNOLOGY SERVICES DIRECTOR

JOB SUMMARY

Under director of the Assistant Superintendent of Business Services, plan, develop, implement, direct, review, and evaluate the programs and activities of the technology services division, data systems, district wide telecommunications network and the installation, repair, and use of electronic equipment, software, and computer peripherals. Take action to ensure that the technology-related mission and goals of the district are realized.

TYPICAL DUTIES

Plan and direct the activities of the Technology Services Department, which includes: the development, implementation, and management of the district wide telecommunications network, including wide and local area networks, voice mail, video, and data communications. provide for cabling, network configuration, file serve configuration, setup and troubleshooting as necessary. Oversee the district administrative student and financial management systems. Provide for administrative application training to users and technical training for technicians in the areas of computer hardware, peripherals, and software. Ensure information technology security, training, programming, data collection, and report generation activities meet the needs of the district and its educational and business operations. Establish District-wide policies, standards, practices and security measures to assure the integrity and reliability of computerized information, communications and systems. Assist in the development and maintenance of the district technology plan. Plan and develop department goals and objectives to ensure that the technology-related mission and goals of the district are realized. Develop and implement programs to accomplish goals and objectives. Evaluate programs for their effectiveness, take corrective action as necessary. Act as official representative of the district and offer consultation in accordance with administrative regulations. Oversee and participate, as needed, in the planning and development of departmental work plans. Assign priorities and activities. Oversee and evaluate technology personnel and monitor work flow. Review and evaluate products, methods, and procedures, and evaluate plan effectiveness, time lines, and employee performance. Evaluate, negotiate, and aid in the writing of bid specifications for the development and/or purchase of all administrative hardware/software solutions. Develop and administer technology department budget and district technology plan budgets. Forecast needs and requirements. Applies for, monitors, and oversees, Federal funding program. Develop, implement, and maintain disaster recovery and physical security procedures. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and five years of increasingly responsible comprehensive information/educational technology experience and/or course work equivalent to a bachelors degree in information technology, computer science, or a closely related field. Five year's experience in managing network systems and applications for a large complete information technology system using either Novell or Microsoft network operating system in a client/server environment and Cisco or comparable routers/switching system components.

Knowledge of:

Principles and practices of data processing program development, administration, and evaluation. Programming languages, database management, and systems applications. Principles and practices of the

establishment, installation, and maintenance of a district wide telecommunications network. Operational characteristics and requirements of computer hardware and peripheral equipment. Principles and practices of organization, administration and personnel management including supervision, training, and performance evaluation. budget preparation and administration. Applicable federal, state, and local laws, procedures, and regulations. Effective communication techniques.

Ability to:

Direct and evaluate the operations and activities of the technology services department including data systems, district wide telecommunications network and the installation, repair, and use of electronic equipment, software, and computer peripherals. Design, develop, implement, direct, review, and evaluate the strategic district wide technology planning including instructional and administrative applications. analyze strategic direction of district master plan for technology and information and provide solutions and future direction in support of plan and district goals and objectives. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Conduct regular training and in service sessions for district personnel. Effective organization-wide communication skills.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for vehicle insurance coverage. Operate a personal vehicle to travel independently, on short notice, to other District or community locations to inspect or conduct work.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

Typical District office environment; subject to traveling to District schools/sites to inspect work and to other locations in the area to attend meetings and conduct work; also subject to attending evening Governing Board meetings.