

**DIRECTOR OF INFORMATION SERVICES**  
**Classified Management - Director II Salary Schedule**

**DEFINITION**

Under the direction of the Assistant Superintendent of Personnel, the incumbent in this position classification is responsible for the planning, design, implementation, maintenance, and coordination of district electronic information systems. Provides centralized supervision of district-wide information systems implementation; coordinates computer related administrative activities; serves as a resource person in the development of effective computer-based systems and applications; invents and re-engineers business processes and policies with regard to computer-based applications; develops and coordinates inservice training programs; coordinates the purchase, installation and maintenance of school and district office computer hardware and software; oversees information system operations and employees assigned as such.

**EXAMPLES OF DUTIES**

- Develops a comprehensive district implementation plan and goals for computer technology infrastructure. Trains, supports and monitors this plan to achieve goals.
- Develops policies and processes with regard to office automation systems, network systems, and other electronic communication mediums
- Coordinates the implementation of information systems, resolves issues related to computer needs and information exchange
- Develops and maintains a working knowledge of existing and new computer applications to be implemented
- Coordinates staff training with regard to the proper operation of information systems and technology; obtains appropriate training for self and information services technical staff
- Assures consistent information systems development by writing specifications and guidelines with regard to the acquisition and implementation of new equipment and software systems; attends meetings of district technical staff; assists with system level technology implementation and installation

- Troubleshoots minor and major information systems failures and coordinates computer system maintenance activities with vendors or district staff
- Monitors information system statistics, collecting performance related details and installing upgrades or enhancements to existing systems which provide higher Quality Of Service (QOS) and/or resolve technical issues, as needed
- To the extent possible, assists users whose needs go beyond that of the current information system's capabilities
- Develops and maintains good working relationships with all computer system users
- Coordinates the resolution of user technical issues with regard to information systems
- Supervises Information Systems Support Technician
- Develops and maintains adequate safety standards for self and staff
- Directs and coordinates the activities of other district personnel on assigned projects
- Performs other related duties as assigned

## QUALIFICATIONS GUIDE

### Knowledge of:

- Organization and management of an administrative office
- School District organization, operations, policies and objectives
- Applicable sections of the State Education Code and other applicable laws
- Modern office automation practices, procedures and equipment
- Hardware and software diagnostics
- Computer operating systems
- Network operating systems
- LAN/WAN technologies
- Internet Technologies
- Available software applications for office productivity
- Principles, operation and use of computer equipment
- Oral and written communication skills
- Interpersonal relations skills using tact, patience and courtesy

**Ability to:**

- Operate various office machines, computer systems, and software applications
- Install, repair and replace computer hardware and software
- Understand and apply software instructions
- Conduct inservices and train personnel
- Organize complex material and summarize in report form
- Work independently with little direction Analyze problems accurately and adopt an effective course of action
- Understand and follow oral and written directions Establish and maintain effective working relationships
- Maintain records and prepare reports
- Maintain a variety of database systems
- Meet schedules and timelines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Attend meetings, conferences and workshops
- Coordinate the work of other department employees

**Training and Experience:**

Four or more years of computer related course work at the college level or equivalent work experience in the computer field; including experience with: Macintosh, MS-DOS, and Windows microcomputer operating systems, local and wide area networking technologies and protocols, Internet technologies, Netware and Windows NT network operating systems.

**License**

Possession of a valid California Driver's license and the ability to qualify for district vehicle insurance coverage.

**Physical**

Good physical condition; able to pass required district physical.

**ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 35 pounds frequently, and 75 pounds occasionally
- Able to carry up to 35 pounds frequently, and 75 pounds occasionally
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*