

DIRECTOR OF INFORMATION SYSTEMS**Purpose Statement**

The job of Director -Information Systems is done for the purpose/s of planning, implementing, directing and maintaining the district's application and use of technology within the curriculum and business applications; and evaluating and providing recommendations regarding complementing classroom instruction and business information systems with software applications and computer technology.

This job reports to Assistant Superintendent of Business Services

Essential Functions

- Coordinates the implementation of information systems (e.g., resolves issues related to computer needs and information exchange, etc.) for the purpose of ensuring proper usage and accurate information.
- Coordinates a variety of projects and/or activities for the purpose of ensuring implementation and compliance with established technology guidelines.
- Designs technical courses for the purpose of training personnel in the use of computer applications.
- Develops a comprehensive district implementation plan and goals for computer technology infrastructure. Trains, supports and monitors this plan for the purpose of achieving goals and meeting organizational objectives.
- Engineers computer networks for the purpose of providing optimal communication application operation.
- Expands and maintains a working knowledge of existing and new computer applications to be implemented for the purpose of making recommendations and supporting information services technical staff.
- Maintains computer hardware and software applications through the use of service contractors for the purpose of ensuring availability of instructional materials for district operations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of materials (e.g., reports, memos, letters, procedures, manuals, etc.) for the

purpose of documenting activities, providing written reference, and conveying information.

- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding applications and purchases.
- Responds to inquiries for the purpose of providing information and/or direction.
- Serves as liaison to software/hardware providers for the purpose of conveying and receiving information and coordinating district activities.
- Supervises staff (e.g., Information Services Support Tech, Information Services Tech, Network Administrator, etc.) for the purpose of ensuring current, effective technology (hardware and software) implementation and efficient technology support.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; managing technical employees; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation and emerging programming methodology; operating systems; network administration; and application programming languages.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; providing direction; leadership; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other

work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Four or more years work experience, with increasing responsibility, in the technology field; including experience directly related experience in computer hardware, software evaluation and selection, systems design, programming, implementation; and end user support and instruction Experience with Apple, Microsoft, Linux, and open source. Experience supervising employees.

Education (Minimum): Four or more years of technology related coursework at the college level or equivalent work experience in the technology field. Bachelors degree in job-related area highly desired.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.