

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-INFORMATION AND TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, organize, control and direct the activities and operations of the Information and Technology Services (ITS) Department in support of the overall instruction and business services functions of the County Office; plan and implement the daily staffing and operational activities of the Department; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the activities and operations of the Information and Technology Services (ITS) Department in support of the overall instruction and business services functions of the County Office; monitor work flow; evaluate work products, methods and procedures; identify and resolve technology-related issues or problems.

Plan and implement the daily staffing and operational activities of the Department including systems design, development and implementation, computer programming, computer system operations, telecommunication operations and functionality, Internet and web site operations, user training programs and other information technology services and programs.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Develop and prepare the annual preliminary budget for the ITS Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; forecast additional funds needed for staffing, equipment, materials, supplies and operations; direct the monitoring of approval of County Office technology-related items and recommend adjustments as necessary.

Develop, implement and manage personal computer, telecommunications, computer network and Internet plans, standards and strategies.

Plan and coordinate hardware and software acquisitions in accordance with County Office technology needs and directions; evaluate hardware and software products; negotiate contracts, service agreements and prices for hardware and software with vendors and consultants; oversee the installation of hardware and software County-wide.

Plan, design, coordinate and monitor communications with current and potential users; serve as a technical liaison with current and potential users; define organizational and employee needs related to information technology training, systems and software; coordinate end-user training.

Provide technical expertise, information and assistance to the Deputy Superintendent regarding

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assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; recommend and implement policies and procedures to meet user needs.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services; identify resource needs related to assigned areas.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; assure timely reporting of MIS data to federal and State authorities.

Provide technology coordination and supervise departmental technology support services to County school district management and staff.

Communication with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate personal computers, computer peripherals, communication equipment, computer networking equipment including hubs, routers and switches and software and electronic testing equipment; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; make presentations as directed.

OTHER DUTIES:

Maintain current knowledge of trends and innovations in the fields of information technology, personal computer and computer networking; review legislation and assure County Office compliance with rules, regulations and laws.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the ITS Department.

Mainframe computer management and operations, and system administration.

Understanding of financial information systems and student information systems.

Windows NT Server administration.

Desktop operating systems including Windows 95,98 and NT Workstation.

Computer networking including use and configuration of routers, hubs, switches, TCP/IP configuration and implementation.

Telecommunications systems and operations.

Computer technology, software design and programming, and software applications.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

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Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer the Information and Technology Department services and operations.
Plan and implement technology-related projects.
Troubleshoot computer software and hardware.
Supervise the performance of assigned personnel.
Research, analyze and evaluate new service delivery methods, procedures and techniques.
Analyze problems, identify alternative solutions and implement recommendations in support of organizational goals.
Assure compliance with applicable laws and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain applicable rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
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 and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology, business administration or a related field and five years increasingly responsible information technology administration experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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.