

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct technology services and activities; coordinate, develop, install and maintain a variety of software and information systems and applications District-wide; serve as a technical resource and coordinate technical support for personnel; train and supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct technology services and activities; develop, implement and maintain technology systems and services; ensure appropriate equipment, materials, personnel and resources are available to meet technology needs; prioritize support needs; ensure technology activities are performed in compliance with applicable laws, codes and regulations.

Coordinate, develop and maintain a variety of software and information systems and applications for various departments; develop and maintain technological policies and procedures; develop, maintain and coordinate the installation and maintenance of Local Area Network (LAN) and Wide Area Network (WAN) to ensure smooth and efficient information flow.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; direct staff in support activities and proper use of technology.

Serve as a technical resource and coordinate technical support for various District departments and school personnel; respond to inquiries and provide information; communicate with other administrators, personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Provide technical expertise, information and assistance to the administrator regarding technology functions; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action.

Oversee District licensing requirements, District ERATE program, inventory tracking system, and technology purchases.

Plan, organize and implement long and short-term technology plans and activities designed to enhance technology programs and services; conduct research and development; provide project management.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate technology tools, a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of technology services and activities.

Installation and maintenance of LAN and WAN systems.

Federal funding, grants and ERATE.

Security and data access laws.

Purchasing, bid requirements and project planning.

Network components including bridges, routers, hubs and cabling.

Technical aspects of computer training and support.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct technology services and activities.

Coordinate, develop, install and maintain a variety of software and information systems and applications District-wide.

Supervise the performance of assigned personnel.

Serve as a technical resource and coordinate technical support for personnel.

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.

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.

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Ewing Consulting, Inc.

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: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: bachelor's degree in information technology or related field and five years increasingly responsible experience in the administration of technology services and activities.

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 view a monitor and read a variety of materials.

Sitting for extended periods of time.