

SENIOR DIRECTOR, INFORMATION TECHNOLOGY

DEFINITION

Administers and directs staff engaged in the planning, organizing, executing and reviewing of technology functions in a group of branches or units within the Information Technology Services.

TYPICAL DUTIES

- Directs and plans overall integration of physical infrastructure systems, development and release of business and student applications, technology support or communication and training goals and projects to meet District IT and instructional goals.
- Ensures integrated planning of all aspects of physical infrastructure, business and student applications, or a comprehensive educational technology plan or communication and training goals to reduce operational and IT labor costs, improve efficiency and student achievement.
- Prioritizes projects and phasing of projects, to ensure dependencies among projects are met and kept on an overall District schedule.
- Directs, reviews, and participates in studies to analyze and evaluate needs and services; equipment, supply, and human resources; feasibility and cost effectiveness; and other aspects of management.
- Participates at the executive level in the development and implementation of internal Division policies, procedures, and planning.
- Develops, reviews, and monitors standards for new and ongoing information technology projects.
- Directs and participates in the monitoring of evolving computer technology, information systems technology, communication and training technology and sponsors feasibility studies of the potential utilization of major technological advances and the use of these technologies and services in schools.
- Directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed acquisitions and equipment purchases.
- Directs, reviews, and participates in the analysis of current and prospective problems relative to District information technology systems or District technology support to schools or District communication training.
- Represents Information Technology Services before the Board of Education and Bond Oversight meetings and participates in the development of District plans for a wide variety of subjects.
- Confers with representatives of private firms, other governmental agencies, other divisions, legal counsel, and the public in regard to matters affecting Information Technology Services.
- Directs and reviews management functions, including staff development, employee evaluation, and discipline.
- May oversee the implementation of processes for application release and the management of release schedules.
- May oversee the unit responsible for coordinating, troubleshooting, and configuring application release activities.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Director, Information Technology is the administrative head of a group of branches or units within Information Technology Services.

The Chief Information Officer is responsible for the development of strategic, innovative information services plans and the day-to-day operations of the information services function.

A Senior Administrator assists in the management of Information Technology Services and acts as the Chief Information Officer as required.

A Director of IT plans, organizes, directs, administers, and coordinates the activities of a branch.

SUPERVISION

A Senior Director, Information Technology receives administrative direction from the Chief Information Officer or designee and exercises administrative direction over Group branch administrators. General supervision is exercised over directors, managers, engineers, and/or other employees in various offices of the related Group.

CLASS QUALIFICATIONS

Knowledge of:

Technical knowledge of computer systems (both mainframe and server farm), technical networks, information systems, Local and Wide Area Networks, telecommunications, convergence, organizational communication, training, strategic planning, and technical standards
Principles of organization, management, systems analysis, budgeting, financial planning, and supervision
Concepts and applications of enterprise level strategic planning for telecommunication, data networks, and other low voltage systems
Concepts and applications of customer service practices and public relations concepts
Principles of contract law, public purchasing, research, and cost analysis
Collective bargaining law, labor agreements in the District, and merit-system personnel administration
Sources of funding for educational grants and related technology functions for educational institutions
Project and Release Management best practices
Software development methodologies, design and implementation
Principles of training, employee evaluation, employee relations, and progressive discipline
Administrative organization of the District
Principles of public relations

Ability to:

Plan and direct complex projects that involve coordination and integration of multiple interrelated activities
Formulate and implement program goals, objectives, and schedules
Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
Coordinate personnel management activities and resolve immediate and long-range problems
Develop and implement operating changes required to achieve goals and objectives
Collect and analyze data and present effective oral and written reports
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public
Conduct meetings utilizing consensus building techniques and make effective presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree. A Master's Degree in Education, Business Administration or Computer Science is preferable.

Experience:

Eight years of management or supervisory experience in a school district with an enrollment of at least 10,000 or a large private sector company of 25,000 employees or more. At least four years must include experience in information technology. Experience in the classroom or at a school site is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the state of California and the use of a motor vehicle.

SPECIAL NOTES

1. Management class. Employees in this class are subject to call at any hour.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-02-23
JAP