STRATEGIC OPERATIONS ADMINISTRATOR - IT

DEFINITION

Administers, oversees, and coordinates the strategic planning activities, goals, projects, objectives, and communication for the Information Technology Division

TYPICAL DUTIES

Develops policies for all Information Technology Division operational areas to establish consistent standards

Ensures policies align with the division's strategic plan designed to support District and division goals

Establishes and maintains a framework and methodology for the development of IT policies, processes and procedures related to initiatives and projects

Supports the Chief Information Officer in strategic planning for the Division.

Liaises directly with the Superintendent or designee on matters that may have an impact on District-wide IT activities.

Develops and establishes policy framework, methodology, and objectives for all Information Technology Division operational areas and ensures alignment with the division's strategic plan.

Plans, develops, and administers communication strategies to generate internal and external understanding and support for the objectives, strategies, and performance of the Information Technology Division.

Represents the Information Technology Division in meetings, working groups, and collaborative efforts with Board Members, the Superintendent, senior leaders, schools, community partners, and stakeholder groups.

Coordinates, plans, organizes and directs special projects and initiatives to meet the goals of the Information Technology Division.

Delivers District-wide presentations and conducts interoffice, departmental, and interagency meetings on behalf of the division.

Analyzes and researches best practices and standards, federal, State, and local laws and regulations impacting the Information Technology Division.

Coordinates the development and revision of the Information Technology Division's policies and procedures to align with federal, State, and local laws and regulations.

Supports the District-wide implementation of laws and provides guidance to department leads.

May oversee project or program budgets and identify additional funding sources.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Strategic Operations Administrator – IT performs high-level strategic planning duties in support of the Chief Information Officer.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Strategic Operations Administrator-IT receives administrative direction from the Chief Information Officer. Supervision is exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

Administrative organization of the Los Angeles Unified School District, including its information technology programs, policies, and procedures.
Policy research and development
Effective communications strategies
Principles of public relations
Basic principles and methodology of project management, including the development of budgets, time lines, and allocation of staff
Collaborative problem-solving methods
District and school policies and procedures, goals and objectives, organizational structure and functions
Ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District
Current information technology issues affecting the District
Interpersonal skills using tact, patience, and courtesy
Effective administrative and managerial practices and ability to implement them

Ability to:

Present information regarding District information technology initiatives in a proactive, accurate, and media-sensitive manner
Estimate project requirements and organize resources to meet goals and deadlines
Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
Review and evaluate project deliverables
Write, explain, and implement policies, procedures, and goals
Analyze and evaluate the effectiveness of plans and programs
Objectively apply and review decisions
Communicate effectively orally and in writing in a clear, concise, and easy to understand language
Oversee multiple projects and issues while working effectively under pressure
Contribute to strategic planning and establish objectives
Be proficient with Microsoft Project, Word, Excel, Outlook, Access, and PowerPoint or similar office productivity tools
Establish clear performance expectations and evaluate based upon results
Share decision-making responsibilities
Establish and maintain cooperative and effective working relationships with others
Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in information technology, public policy, business or public administration, social science or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or managerial experience developing strategic, organization-wide plans, including policy research and development, for the implementation of information technology initiatives. Project Management experience is preferable. Experience in a K-12 school district is preferable.

Special:

A valid California Driver License
Use of an automobile

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.

New Class
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