DIRECTOR OF FACILITIES TECHNOLOGY SERVICES

DEFINITION

Manages, develops, and coordinates all information and communication technology for the Facilities Services Division (FSD) in accordance with the Division's Information Technology Architecture (ITA) charter and acts as liaison to the Information Technology Division.

TYPICAL DUTIES

Identifies and determines information systems (IS) and communications strategies and requests for the Facilities Services Division by working with the Facilities Executive Information Technology Steering Committee (FEITSC) and its work groups by; assessing current systems and technology used, identifying business process gap analysis as it relates to information systems, and determining appropriate solutions within budget and time parameters.

Responsible for the implementation and execution of the Division's Strategic IT Plan and IT management methodologies in the areas of IT project management, systems management, user support, and other areas of defined responsibility.

Develops and administers the Facilities Technology Services (FTS) staffing plan and budget.

Develops and evaluates policies and procedures regarding systems and communication technology for the Facilities Services Division in conjunction with the organizations within FSD, various steering committees, and subordinate work groups.

Ensures implementation and execution of the Division's ITA charter.

Creates and manages a facilities technology system while ensuring coordination and the creation of standards consistent with those prescribed by the Information Technology Division.

Provides direction and oversight to the data maintenance, application development, administrative, and research and testing groups of Facilities Technology Services.

Ensures that the systems implemented facilitate collaboration of data and knowledge sharing amongst all entities of the Facilities Services Division.

Creates interfaces to new or existing data through appropriate and secure means.

Responsible for systems and data security.

Creates and determines the scope of, and oversees a facilities technical support unit that has responsibility for cost effective systems administration, and hardware and software help-desk solutions based on user need and equipment used.

Establishes and follows a process to evaluate the adoption of new technology and establishes a sustainable process for Technology Services to meet the demands of the division while remaining up-to-date on technology capabilities.

Researches, determines, and recommends outsourcing strategies for IT functions and systems.

Implements information system capabilities to extend appropriate information beyond the District to external contractors, oversight committees and the general public.

Responsible for implementing a technical training program including evaluation of appropriate technologies and ensuring staff is in stride with the latest technology.

Hires and manages external contractors and vendors as necessary.

Provides opportunities for technical training of staff to enable them to use current technology.

Acts as a liaison with the Information Technology Division (ITD).

Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Technology Services has responsibility for managing all the systems and communication technology needs of the Facilities Division. This includes managing processes, people, and budgets.

The Director of Information Systems administers and coordinates the development and implementation of computer and information systems.

The Deputy Director of Facilities Program Management assists in the daily administration of the branch, participates in planning, organizing, and directing branch functions, carries out particularly complex or sensitive projects, and acts for the Director as required.

The Director of Facilities Program Management assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities programs.

SUPERVISION

Administrative direction is received from the the Deputy Director of Facilities Program Management and the Director of Facilities Program Management. General supervision is exercised over lower-level supervisory, professional, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

IT Project management, including the development of budgets, timelines, and allocation of staff, systems technology, application design, and systems architecture
Administrative practices and procedures within the District
Business process analysis and systems management
Principles of emergency operations and communications
Principles of Service Oriented Architecture (SOA)
Principles of public relations and communication
Principles of business decision making
Theories of IT governance
Basic District Personnel Commission rules, regulations, practices and policies
Knowledge of developments in facilities and construction management related IT applications
Remains up to date on developments in the technology industry

Ability to:

Explain technical terminology to non-experts
Develop and manage budgets within parameters established
Develop and implement business justification methodology for IT projects
Prioritize projects and use of limited resources to deliver the maximum value to the Division
Manage, develop and evaluate internal staff and external consultant and contract staff in a
    team environment
Remotely manage a co-location site for emergency operations
Negotiate with external vendors, contract staff, and other District departments
Speak effectively and make presentations before a variety of groups
 Assess information systems and communication user needs and identify appropriate
    technologies
Analyze business processes and determine technology use to increase efficiencies
Analyze and evaluate data on a wide variety of facilities program domains (i.e., real estate,
    architectural design, construction, facilities management etc)

Make, support, and explain recommendations
Provide leadership and proactive management to a diverse IT organization

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in Public Administration, Business Administration, Civil Engineering, Construction Management, Management Information Systems, Computer Science, or Systems Engineering. Completion of a Master's degree in Computer Science, Systems Management, Construction Management, or Public Administration is preferable.

Experience:

Six years of experience providing information technology services in application design, user information systems needs assessment and requirements definition, and systems design and implementation including IT management. Experience in IT project management, business applications, Building Information Management (BIM), internet utility, and architectural, spatial, and location data management is preferable. Experience with organizations engaged in construction, architecture and engineering, construction management, or public works is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. 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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
03-03-10
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