

## **Senior Director, Information Technology**

### **Purpose Statement**

The job of Senior Director, Information Technology is done for the purpose/s of planning, directing and coordinating management and administration of the technical services unit of ITS; aligning the IT vision with business strategy; overseeing the development and implementation of technology initiatives with the organization; maintaining existing enterprise systems; providing visioning and long-term planning for future needs of the unit; and training, supervising and evaluating the performance of assigned personnel.

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### **Essential Functions**

- Collaborates with a wide variety of internal and external groups for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Coordinates the evaluation, deployment and management of current and future technologies for the purpose of leading strategic technology planning for achieving business goals across the organization.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops and manages short-term and long-term goals for the department for the purpose of providing innovative solutions and services that meet the business needs and initiatives across the organization and in client districts.
- Directs and oversees the daily operation, management, and administration of ITS technical operations for the purpose of providing services within established timeframes and in compliance with related requirements.
- Monitors the technical services annual operating budget in consultation with the CIO for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees all technical operations within the department (e.g. service level agreements, systems monitoring, governance processes of architecture, equipment performance, telecommunications, networks, programming, desktop, etc.) for the purpose of ensuring continuous delivery of IT technical service to school districts, JCCS and SDCOE.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. technology deployment, equipment acquisition, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of providing leadership and guidance to ITS technical staff enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

- Recommends solutions to a wide variety of complex issues for the purpose of addressing the technology needs of the district.
- Researches topics related to current and emerging technology (e.g. relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of remaining up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and systems alterations.
- Serves as a technical resource to department and districts' staff for the purpose of providing information and/or advice regarding active or planned projects.
- Supports, advises, recommends, and provides technical expertise, information and assistance to Assistant Superintendent for the purpose of providing vision and long-term planning for the future needs of the county.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging programming languages; networking technologies and operating systems; project management; strategic and

operational planning; and enterprise software applications.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Masters degree in job-related area.

Equivalency Any combination equivalent to a master's degree in technology, computers, or related field and five years of technology leadership experience, three of which must be managing an enterprise-wide information system. Experience must include managing staff.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 53

**Personnel Commission Approved: October 19, 2016**