

Units

DIRECTOR OF DATA CENTER OPERATIONS	1024	Mgmt. - District
DEPUTY DIRECTOR OF DATA CENTER OPERATIONS	4805	Mgmt. - Unit J

DEFINITION

Plans, organizes and directs the activities of the Data Center Operations Branch, Information Technology Division. The Deputy Director assists in the management of the Branch and acts for the Director as required.

TYPICAL DUTIES

- Directs the activities of employees responsible for data processing operations and the planning and implementation of a wide variety of new and revised applications and designs on the operating systems generation of main frame computers.
- Establishes procedures and monitors the activities of the computer hardware control section including inventory, tagging, staging, and delivery of computers and peripheral equipment.
- Develops policies and procedures regarding batch processing, production runs, back-up and restoring procedures, inventory records, and installation procedures effecting data processing operations
- Monitors and is responsible for hardware, electrical, air conditioning, fire suppression system, equipment operation, and production standards for the LAUSD main data center and server farm.
- Manages main data center and server farm for mainframe, UNIX, LINUX, and Windows systems.
- Manages contracts for quarterly maintenance.
- Meets with District executives, division administrators, branch directors, cluster administrators and others to identify data processing needs and develop and recommend solutions.
- Establishes standards, schedules, and prioritizes including contingency plans and directs the allocation of resources in emergencies.
- Communicates with vendors, contractors, customers, and industry to identify future growth needs, demonstrate and observe technology methodology, and to establish and negotiate time lines.
- Makes presentations to Board Members, special committees, school administrators, vendors, contractors, and the public to provide information regarding the types and quality of service available.
- Evaluates employee training needs, job performance evaluations, and hiring and promotion recommendations.
- Plans, and administers the branch budget and controls expenditures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Data Center Operations directs and is responsible for equipment and operations, software support, and technical programming standards in the main data center. The Deputy Director of Data Center Operations assists in the management of this function.

The Deputy Chief Information Officer assists in the overall administration of the Information Technology Division and acts for the Chief Information Officer as required.

A Manager of Data Center Operations directs and is responsible for equipment and operations during a shift operation in the central and remote processing service locations of the District.

SUPERVISION

General direction is received from the Deputy Chief Information Officer. General supervision is exercised over supervisors and Managers of Data Center Operations and lower level data processing operations personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Data processing operating systems, compilers, service and maintenance programs, and operating systems software
- Characteristics and capabilities of computing, data entry, data communications, and related equipment
- Management information systems concepts, including characteristics of information processing systems
- Principles of organization, management, and work simplification
- Software systems, including stored program concepts, multi-programming techniques, use of job control language, and library routines
- Methods of project and process control, budgeting, and cost analysis
- Organization of the District
- Pertinent collective bargaining law and labor agreements in the District
- Concepts of progressive discipline
- Principles of training and supervision
- Emergency response for hardware, electrical air conditioning, and fire suppression systems for main data center and server farms.

Ability to:

- Plan, organize, control, and direct technical and diversified activities
- Analyze and interpret technical materials
- Develop and direct the installation of improvements in information processing equipment operations, systems software, document control, and related matters
- Apply knowledge of new data processing equipment and methods to effect improved technical planning equipment selection, and operations
- Formulate and express ideas clearly and effectively in writing and orally
- Conduct and participate in meetings and conferences
- Maintain effective relationships with District personnel, and representatives of manufacturers and other organizations
- Direct and evaluate staff training

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major in computer science or a related field. Additional supervisory experience in data processing operations as described below may be substituted for the required education on a year-for-year basis.

Experience:

Three years of supervisory experience over data center operations such as server farms, equipment operations, document control, and evaluation and installation of hardware and software systems in a large-scale computing facility.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Director of Data Center Operations is a management classification and 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, skills, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised and Title Changes
For the classes of Director and
Deputy Director of Data Processing
Operations
09-01-10
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