

SPECIAL ASSISTANT TO THE CHIEF INFORMATION OFFICER

DEFINITION

Assists the Chief Information Officer by coordinating, monitoring, and directing a variety of high-level administrative and analytical activities related to the Information Technology Division.

TYPICAL DUTIES

- Directs, oversees, and coordinates special projects at the discretion of the Chief Information Officer. Coordinates activities and projects among the various branches within the Information Technology Division.
- Plans, coordinates, and supervises studies in the areas of organization and staffing, project budgets and prioritization, and program planning and implementation.
- Advises the Chief Information Officer of potential risks to the Information Technology Division with the implementation of technology programs and projects.
- Reviews current and proposed legislation and analyzes the effects on current and future information technology related programs.
- Assists in the development, revision, and monitoring of strategic plans, policies and procedures, and performance management measures.
- Directs the preparation and publishing of reports, bulletins, briefings, presentations, policy and procedure manuals, and responses to operational and strategic issues.
- Monitors and reports budget, policy, and plan changes that may affect the Information Technology Division and makes recommendations to the Chief Information Officer.
- Conducts meetings and makes presentations regarding information technology projects and programs.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Chief Information Officer is a single-position classification and performs high-level administrative duties and coordinates, plans, and directs activities related to the Information Technology Division.

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

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 Special Assistant to the Chief Information Officer is a single-position classification and receives administrative direction from the Chief Information Officer. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices related to the administration of the Information Technology Division
- District policies and procedures
- Principles and practices of business and public administration related to business and office systems, technology, and procedures and policies
- Administrative organization of the Los Angeles Unified School District
- Collaborative problem-solving methods
- Effective administrative and managerial practices
- Principles of project management

Ability to:

- Represent the Chief Information Officer regarding complex information technology issues in meetings with senior management, District and external agency representatives
- Estimate project requirements and organize resources to meet goals and deadlines
- Exercise judgement and discretion in applying and implementing laws, rules, regulations and policies of the District
- Work effectively with all levels of District employees
- Prepare clear, concise reports, and make recommendations
- Make effective oral presentations and conduct meetings
- Communicate effectively orally and in writing
- Supervise effectively
- Analyze laws, systems, and procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a degree in business or public administration, computer science, information technology or related field.

A graduate degree in business or public administration, computer science, information technology or related field is preferable.

Experience:

Four years of professional-level staff experience in administrative analysis, data systems analysis, report writing, and/or project management. Two years of experience in managing technology-related projects or programs 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 the position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

8-10-15

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