

## SENIOR DIRECTOR, INFORMATION TECHNOLOGY

### DEFINITION

Administers and directs staff engaged in the planning, organizing, and reviewing of technology functions in a group of branches or units within the Information Technology Division.

### TYPICAL DUTIES

- Directs and plans overall integration of physical infrastructure systems, technology support or communication and training goals and projects to meet District IT and Instructional Goals.
- Ensures integrated planning of all aspects of physical infrastructure or a comprehensive educational technology plan or communication and training goals to reduce operational and IT labor costs, improve efficiency and student achievement.
- Prioritizes projects and phasing of projects, to insure dependencies among projects are met and kept on an overall District schedule.
- Directs, reviews, and participates in studies to analyze and evaluate needs and services; equipment, supply, and human resources; feasibility and cost effectiveness; and other aspects of management.
- Participates at the executive level in the development and implementation of internal Division policies, procedures, and planning.
- Develops, reviews, and monitors standards for new and ongoing information technology projects.
- Directs and participates in the monitoring of evolving computer technology, communication and training technology and sponsors feasibility studies of the potential utilization of major technological advances and the use of these technologies and services in schools.
- Directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed acquisitions and equipment purchases.
- Directs, reviews, and participates in the analysis of current and prospective problems relative to District information technology systems or District technology support to schools or District communication training.
- Represents the Information Technology Division before the Board of Education and Bond Oversight meetings and participates in the development of District plans for a wide variety of subjects.
- Confers with representatives of private firms, other governmental agencies, other divisions, legal counsel, and the public in regard to matters affecting the Division.
- Directs and reviews management functions, including staff development, employee evaluation, and discipline.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Director, Information Technology is the administrative head of a group of branches or units within the Information Technology Division.

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

A Deputy Chief Information Officer assists in the management of the Information Technology Division and acts as the Chief Information Officer as required.

A Director of IT plans, organizes, directs, administers, and coordinates the activities of a branch.

## SUPERVISION

A Senior Director, Information Technology receives administrative direction from the Chief and Deputy Chief Information Officer and exercises administrative direction over Group branch administrators. General supervision is exercised over directors, managers, engineers, and other employees in various offices of the related Group.

## CLASS QUALIFICATIONS

### Knowledge of:

Technical knowledge of computer systems (both mainframe and server farm), technical networks, information systems, Local and Wide Area Networks, telecommunications, convergence, organizational communication, training, strategic planning, and technical standards  
Principles of organization, management, systems analysis, budgeting, financial planning, and supervision  
Concepts and applications of enterprise level strategic planning for telecommunication, data networks, and other low voltage systems  
Concepts and applications of customer service practices and public relations concepts  
Principles of contract law, public purchasing, research, and cost analysis  
Collective bargaining law, labor agreements in the District, and merit-system personnel administration  
Sources of funding for educational grants and related technology functions for educational institutions  
Principles of training, employee evaluation, employee relations, and progressive discipline  
Administrative organization of the District  
Principles of public relations

### Ability to:

Plan and direct complex projects that involve coordination and integration of multiple interrelated activities  
Formulate and implement program goals, objectives, and schedules  
Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives  
Coordinate personnel management activities and resolve immediate and long-range problems  
Develop and implement operating changes required to achieve goals and objectives  
Collect and analyze data and present effective oral and written reports  
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public  
Conduct meetings utilizing consensus building techniques and make effective presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree. A Master's Degree in Education, Business Administration or Computer Science is preferable.

Experience:

Eight years of management or supervisory experience in a school district with an enrollment of at least 10,000 or a large private sector company of 25,000 employees or more. At least four years must include experience in information technology or private sector training organization. Experience in the classroom or at a school site is preferable.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

1. Management class. Employees in this class are subject to call at any hour.
2. 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.

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PJO