

DIRECTOR OF IT, FINANCE AND ADMINISTRATION

DEFINITION

A Director of IT, Finance and Administration directs a staff in the planning, organizing, assigning, directing and reviewing of the activities involved with finance, budget, grants and funding, contracting and staffing functions of the Information Technology Division, and participates in the planning and implementation of related policies and programs of the Division at the executive level.

TYPICAL DUTIES

Directs and reviews the administration of programs regarding policies, funding, and contracts through managers and staff personnel engaged in:

- Coordination of funding, grant, and Bond programs for the Division, including funding for schools

- Development and coordination of contracting policy that supports the functions of the Division

- Development and implementation of staffing plans and position control

- Development of a finance plan for the Division that provides a multi-year projection of needs

- Realignment and implementation of Division budgets

- Implementation of reports regarding overall progress of the Divisions in a variety of areas.

Reviews the organizational structure and functions of branches within the Division.

Evaluates organization, policies, and procedures and recommends changes.

Represents the Information Technology Division before the Board of Education and at inter-divisional 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, and the public in regard to matters affecting Division responsibilities.

Reviews and makes recommendations on legislation, labor agreements, and other matters affecting the Division.

Directs and reviews the establishment of records and the preparation of required reports in order to assure compliance with law, governmental regulations, and District policies and rules.

Directs and reviews Division personnel management functions, including staff development, and employee evaluation and discipline, and provides liaison with centralized personnel staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of IT, Finance and Administration assists in the overall administration of the Information Technology Division, carries out special projects, and oversees all funding and contract aspects of information technology programs.

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.

SUPERVISION

The Director of IT, Finance and Administration receives administrative direction from the Chief Information Officer and exercises administrative direction over lower-level management staff.

CLASS QUALIFICATIONS

Knowledge of:

Administrative organization of the Information Technology Division and the Los Angeles Unified School District
Financial and contracting programs and activities within the Los Angeles Unified School District regarding contracts and funding laws and regulations
Legal bases and sources of finance of California school programs
Basic principles of contract law, public purchasing, research, cost analysis, and accounting
Basic concepts of business applications of data processing
Principles of public relations

Ability to:

Plan, organize, and coordinate a variety of support programs for maximum efficiency and cost effectiveness
Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups
Make and review decisions objectively
Communicate effectively both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Courses in business or public administration, public relations, contracting, school finance, and communications are preferable.

Experience:

Six years of executive or administrative experience managing people and projects for educational institutions. Participation in industry-related organizations is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

1. Exempt from FLSA.
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.

Title Change and Revision
07-01-14
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