

DIRECTOR OF IT, STRATEGIC PLANNING AND IMPLEMENTATION

DEFINITION

Directs, plans, organizes and oversees the long-term planning and development of the global network architecture including standardization and integration of all technology components throughout the District.

TYPICAL DUTIES

Plans, develops, coordinates, implements, and manages the District's network architecture.
Directs and oversees the Electronic Technical Support Unit.
Directs and oversees the planning of upgrades to networks and IT systems.
Manages the installation of new data/telecommunication systems.
Maintains and upgrades the site-specific data on IT systems District-wide.
Identifies, develops and applies for E-Rate grants from the Federal government.
Participates in the development and implementation of policies, and procedures regarding network architecture and District-wide integration actions.
Program manages District E-Rate projects.
Directs and oversees the development of bids for all E-Rate contracts.
Coordinates resolution of issues in accordance with District policy, applicable laws and regulations.
Administers the budget, controls expenditures, and allocates resources of the branch.
Participates in the development of bids and specifications, and the negotiation, administration and evaluation of contracts for equipment and services.
Makes presentations to the Board of Education, special committees, District representatives and vendors regarding identified needs, proposed solutions, business strategies, and project status.
Assigns projects to staff and supervises staff activities.
Evaluates staff performance and conducts progressive discipline procedures when needed.
Provides advice and guidance to the Chief Information Officer relative to long range planning and implementation of technology for the District.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of IT, Strategic Planning and Implementation, administers the development and implementation of the District's network architecture, E-Rate Programs, and maintains the site-specific technology data base.

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.

SUPERVISION

Administrative direction is received from the Chief Information Officer. General supervision is exercised over lower-level supervisory and management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Networking, Internet, Intranet, and client server operation
- Characteristics and capabilities of data communications
- Principles and techniques used in networking architecture
- Digital phone lines
- Voice over IP (VoIP) concepts
- Switches, routers, firewalls, VoIP systems
- Basic IP addressing and subnet schemes
- Public address and intrusion alarm systems
- District Instructional and administrative technology requirements
- District data systems
- Project management
- Methods of project and process control, budgeting, and cost analysis
- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Technology-related grants or revenue sources, such as E-Rate

Ability to:

- Work well under pressure of multiple priorities and short deadlines
- Conduct and participate in meetings and conferences
- Prepare reports and write clearly, concisely, and convincingly
- Speak clearly, concisely and effectively
- Develop and direct installation of improvements in networking controls and equipment
- Understand future information technology trends
- Evaluate effectiveness of technological infrastructure solutions and forecast future needs
- Implement technological improvements and generate solutions related to instruction
- Present technology based solutions that meet district priority instructional needs
- Recognize, analyze and deal effectively with problems and issues
- Develop, plan, and implement short and long term goals
- Plan, organize, control, and direct technical and diversified activities
- Analyze and interpret technical materials and problems involving rules procedures and related matters
- Prepare and manage budgets

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in public, education, or business administration; computer science; telecommunications; electrical engineering or related field. An advance degree in the above mentioned fields is desirable.

Experience:

Four years of executive or administrative experience in a large school district. At least two years must have included experience in E-Rate program management, including applications, and auditing procedures. At least two years must include experience in the development of network specifications and implementation of data/telecommunications networks.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining unit.
2. Exempt from FLSA.
3. Incumbents in this class may be required to travel extensively.
4. 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. 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 a position at any time, as long as such addition or change is reasonably related to existing duties.

Title Change Only
09-07-11
MT

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10-11-18
JAP