

DIRECTOR OF IT, INFRASTRUCTURE PROJECT MANAGEMENT	1994
DEPUTY DIRECTOR OF IT, INFRASTRUCTURE PROJECT MANAGEMENT	1995

## DEFINITION

Plans, organizes, directs, and coordinates the activities of communication and low voltage information technology (IT) infrastructure installation projects, schedules, cost control, contract administration, and quality control.

## TYPICAL DUTIES

Directs and oversees the implementation of quality assurance and acceptance programs for IT projects.

Resolves complex installation project related issues, disputes, and disagreements.

Determines which IT installation projects require review or approval by the Board of Education and the Bond Oversight Committee.

Reviews and verifies project invoices and provides fiscal oversight for multiple IT projects.

Monitors IT installation projects relative to scheduling and cost controls.

Establishes and implements short and long-range departmental goals, objectives, and monitors and evaluates program effectiveness.

Directs the establishment of records and the preparation of required reports to ensure compliance with government regulations and District policies and rules.

Coordinates Pprogram activities with other District organizational departments, including the Office of Environmental Health and Safety, Facilities Services Division, Inspection Section, Maintenance and Operations, Local Education Service Centers, and Information Technology Division (ITD) branches.

Develops scope of work and bid specifications, and evaluates bids, selects vendors, negotiates, and administers contracts for IT communication systems and equipment.

Reviews and monitors overall administration of contracts for project designers and related consultants.

Assists IT administrative and managerial staff with bid and contract planning.

Reviews change orders from IT installation projects and assesses the impact on projects and budgets.

Coordinates the implementation of quality control measures across all IT functional areas to ensure seamless service throughout the District.

Represents ITD at executive-level meetings, conferences, and the Board of Education committee meetings.

Develops and recommends internal infrastructure installation policies and procedures.

Administers the branch budget, control expenditures, and allocates resources.

Evaluates staff performance and conducts progressive discipline when necessary.

Interprets and applies provisions of collective bargaining agreements.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of IT, Infrastructure Project Management administers functions related to communication and low voltage infrastructure installation projects. The Deputy Director of IT, Infrastructure Project Management assists in the overall administration of communication and low voltage infrastructure installation projects and acts for the Director in case of absence.

A Senior Director, Technology Director is the administrative head of the Information Technology's Infrastructure Group or Educational Technology Group.

The Director of Facilities Contracts organizes, directs, and coordinates the activities of the Facilities Procurement, Contract, and Labor Compliance units within the Facilities Services Division.

## SUPERVISION

General direction is received from the Senior Director, Technology Director. General supervision is exercised over lower level managerial and technical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education Code, Government Code and other laws, rules, and regulations related to construction
- Professional services agreements, bidding documents, and contractual requirements applicable to public works projects
- Principles of public relations
- Principles of supervision and project management
- Budgetary planning and control
- Basic methods of research, cost analysis, and accounting
- Procedures and techniques of operation analysis, records development and management, and statistical analysis and presentation

### Ability to:

- Interpret, access, and direct the planning of telecommunications requirements
- Analyze and interpret technological developments in relation to current and future operational needs
- Develop bid specifications and evaluate bids from contractors
- Conduct meetings and develop effective written reports and oral presentations
- Plan, coordinate, and provide leadership
- Make, support, and explain recommendations and decisions
- Develop, plan, and implement short and long-range goals
- Maintain effective relations with outside contractors, District administrators, and the public
- Foster a cooperative work environment
- Effectively manage and train a large staff
- Provide leadership and prioritize projects
- Understand and administer a budget
- Operate a computer workstation
- Maintain confidentiality

## ENTRANCE QUALIFICATIONS

### Education:

A bachelor's degree from a recognized college or university, preferably with courses in school business management, project management, accounting, systems and procedures, research, data processing, and personnel management. Additional qualifying experience may be substituted for the required education on a year for year basis.

Experience:

Director of IT, Infrastructure Project Management:

Five years of management experience in construction projects, including a minimum of 20 communication and low voltage installation or \$20 million in communication and low voltage installation projects.

Deputy Director of IT, Infrastructure Project Management:

Three years of management experience in construction projects, including a minimum of 20 communication and low voltage installation or \$20 million in communication and low voltage installation projects. Experience in the field of finance is preferable.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES:

1. Management classifications.
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, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
05-19-14  
SJ