CLASS TITLE: DIRECTOR- INFORMATION SERVICES

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, coordinate, plan, organize, support and supervise the District's Information Services functions; develop,, implement, monitor and cordinate Information Services projects and activities; consult and advise District personnel on system related issues; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations of the Information Systems Services team; develop, implement and evaluate long-range goals for the application of data systems and technology; monitor progress toward goal attainment; coordinate priorities and manage projects.

Consult and advise District personnel on Information Services related issues; evaluate and recommend upgrades, improvements, changes or enhancements to District information systems; ensure accurate data collection and reporting from District information systems.

Perform specialized technical work involving data analysis and program evaluation; responsible for the integrity of data in the District's information systems; works closely with Information Technology department staff for system support and to help ensure information systems availability and security.

Collaborate with Information Technology Department management in developing goals and objectives; direct staff in accomplishing these goals and coordinate timelines to implement.

Provides in-depth knowledge and expertise of the District's various information systems and databases.

Direct District and site staff regarding the use of the SIS (Student Information System) system, ERP (Enterprise Resource Planning) system and other District information systems.

Coordinate, manage and oversee State and Federal data collection, reporting and submission processes.

Interpret Federal, State and local government regulations, policies and procedures as they relate to data reporting requirements; develop data collection and reporting procedures to ensure compliance.

Establish, coordinate and implement district-wide uniform standards for data entry, management, reporting processes and guidelines based on various District information systems capabilities as well as the needs/requirements of local, state, and federal programs.

Communicate with District staff, county office personnel, third party vendors, service providers and software vendors.

Coordinate projects and activities; meet with staff regularly to discuss problems and activities; serve as a resource to staff by advising on complex assignments and special projects; assist staff in making decisions.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assign work and determine priorities; be responsible for effectively using staff resources; develop and maintain training programs.

Attend and participate in staff meetings and in-service activities, attend workshops, conferences and classes, which increase professional knowledge of new technologies, information systems and software.

Consult with and participate in department projects; work cooperatively with all district departments and school sites to provide support for related goals of the District.

Monitor and inspect the work of contractors and vendors for quality and conformance with contractual agreements.

Evaluate emerging information systems and technologies and provide timely recommendations for system improvements and upgrades.

Develop, organize, and prepare technical documentation, operating policies and procedures, and management related reports for the District and sites.

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, capabilities, and limitations of information technology, application development and computer systems
Project control and management techniques
Policies, procedures, rules and regulations of the Information Technology department
Principles, methods and problems of operating an electronic data processing computer and peripheral equipment
Oral and written communication skills
Principles and practices of supervision, training and staffing
Conflict resolution techniques and practices
Applicable laws, codes, regulations, policies and procedures
Interpersonal skills using tact, patience and courtesy
Information Technology based policies and standards
Data security best practices

Multiple operating systems and applications, including word processing and spreadsheet software
Structure Query Language (SQL) and database administration
Principles and techniques of systems and programming work including analysis and design
Knowledge of and/or experience working in or with K-12 school districts and related information systems

ABILITY TO:
Plan, organize, support and direct the day-to-day Information Technology Department operations and functions
Coordinate and collaborate activities within the Information Technology Department
Write and review technical policies and standards
Consult and advise District personnel on information services related issues
Analyze user needs or problems and design clear and logical procedures, and systems to meet specific requirements
Supervise and evaluate the performance of assigned staff
Create a positive work environment and support staff in connecting with District and Programs' mission and goals
Communicate effectively, both orally and in writing, with employees and administrators
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Manage multiple simultaneous projects from inception to completion
Meet schedules and timelines
Troubleshoot, analyze and resolve problems
Work independently with minimal direction
Plan and organize work
Prepare narrative and statistical reports
Anticipate and resolve information services issues and problems
Develop and implement training programs for information services and related applications

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, information systems, computer science or related field and five (5) years of relevant, recent, increasingly responsible experience in support of information systems in a service based Information Technology department, including at least four(4) years' working in a lead/supervisory capacity. Public school experience desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
School sites and district offices
Demanding timelines
Subject to frequent interruptions and daily contact with staff and public
Driving a vehicle to conduct work
Weekend (Saturday and Sunday) and night work on an as needed or on-call basis

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations
Seeing to read a variety of materials
Dexterity of hands and fingers to operate a computer keyboard
Reaching overhead, above the shoulders and horizontally

CLEARANCES:
Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug/Alcohol Screen

New Classification, Range 05 - CVAA Classified Schedule, PC:08/2022 GB:09/2022
Revision, Retitle from Manger – Information Services and Reallocate from Range 05 to Range 12, PC: 01/2023 GB: 02/2023