

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF INFORMATION TECHNOLOGY

BASIC FUNCTION:

Under the direction of an Assistant Superintendent of Business Services, plan, organize, control and direct the activities and operations of the Information Systems Department; evaluate, develop, modify and implement information systems and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the activities and operations of the Information Systems Department; evaluate, develop, modify and implement information systems standards and procedures; establish procedures for the maintenance of the District's database integrity.

Develop, implement and monitor goals, priorities, procedures, schedules and standards related to internal information systems operations; assure compliance with established goals, priorities, procedures, schedules and standards.

Analyze existing systems and operations and assess and advise on personnel, hardware, software and alternative methods of meeting District information requirements; review proposed hardware and software projects and revisions to existing platforms.

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

Oversee the development and control of District's databases; develop and implement District-wide database standards.

Design and support wide and local area networks; troubleshoot network problems; install networks; maintain District servers.

Manage computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software updates, and tuning of computer system for efficient operation and support for District students and staff.

Develop and prepare the annual preliminary budget for Information Systems; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare cost estimates on data processing activities and project control as directed.

Direct the development of new programs; prepare progress reports as appropriate.

Perform systems analysis, system design and database management work; participate in the testing and de-bugging activities of District programs; perform related systems activities including configuring new computers, installing systems and repairing systems as needed.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Provide assistance to staff regarding the technical aspects of data processing including system and program operations, equipment, costs, operations problems and other related areas.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, vendors, consultants, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Maintain current knowledge and evaluate emerging technology and related trends in the industry; make recommendations regarding various hardware, software and supplies; serve as liaison with vendor representatives and assure maximum efficiency from service providers, equipment and software.

Manage the district's participation in the E-Rate program.

Manage and maintain the District web sites.

Manage and maintain the District's tele-comm systems.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Information Systems Department.

Principles and techniques of systems development and administration, program planning and computer programming and processing.

Principles and elements of computer systems and procedures analysis and design.

Organization, procedures and operating details of the department.

Application of information management techniques in a school environment for office automation, network, accounting, statistical and record keeping operations.

LAN and WAN topologies.

TCP/IP protocols.

Budget preparation and control.

Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer the activities and operations of the Information Systems Department.
Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions and recommendations, and design and implement procedures.
Train and evaluate the performance of assigned staff.
Troubleshoot network problems and connectivity issues.
Apply principles of data processing to various problems.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Analyze, interpret and report research findings.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems, computer science, data processing, business administration or related field and/or five years increasingly responsible data processing and information systems analysis work including two years in computer networking and troubleshooting, and database management and maintenance, and one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor.
Sitting for extended periods of time.