Director of Information Technology

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
195	Exempt	1 – Officials - Administrators	Unrepresented	13	REV 3/07	NA	1 of 2

DEFINITION: Under general supervision; designs, plans, and directs the operational activities of the Information Services department, and advances Information Technology (IT) solutions to ensure alignment with the Critical Business Outcomes of the District. Works closely with decision makers in other departments to identify, recommend, develop, and implement cost-effective IT solutions for District operations and departments.

REPORTS TO: The Chief Technology Officer, or designee.

ESSENTIAL FUNCTIONS include, but are not limited to:

- Establishes and tracks adherence to Information Services performance standards, policies, procedures, technical considerations, priorities, and methods.

- Evaluates, recommends, and implements performance related enhancements.

- Directs the operation of the District's Data Centers to facilitate the collection and processing of data.

- Develops and maintains a disaster recovery plan; and monitors procedures to ensure adequate information systems security, and the secure and authorized distribution of sensitive data.

- Accounts for the overall costs of the technology infrastructure; provides information and analysis to the establishment of the Information Services department's budget; and monitors expenditures.

- Directs preparation of the Information Services technical road map.

- Manages the activities of the Information Services Level Two support team to ensure optimum utilization of the District's computers and systems.

- Makes decisions related to hiring, staffing, promotions, and transfers; and reviews recommendations for discipline in regard to Information Services Level Two personnel.

- Directs the activities of Level Two support staff in operations, data control, scheduling, and quality control.

- Develops and maintains schedules for the use of equipment.

- Maintains frequent contact with staff at all levels within the District, and with persons outside the organization to discuss problems and exchange ideas.

- Evaluates, recommends, and monitors the activities of vendors who provide data processing equipment, supplies, and services to the District and its various departments.

- Keeps abreast of new and imminent developments in information technology hardware and software for possible application within the District.

- May be required to temporarily replace or act in the position of Chief Technology Officer; and may be required to perform some or all of that incumbent's essential functions in such situations.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.	Computer Operations Manager est 1/84. Previously revised 9/99 & 2/04	Approved by Rick Fernandez, General Date

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- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Computer technology; application and operating systems in a client-server environment; hardware and software; data communications and networks; systems security procedures; effective management techniques; fundamentals of supervision; standard business software, including word processing, spreadsheets, and presentation at the advanced level of proficiency; project management methodology; project control and budgeting; principles and practices of data collection and analysis; statistical techniques; basic mathematics and algebra, and modern office methods and procedures.

Ability To: Research and make recommendations regarding implementation of new programs, systems, and/or technologies including time and cost estimates; compile, interpret, and analyze data from various databases; train, motivate, and supervise the work of technical staff at various levels of proficiency; team build and provide leadership; analyze organizational and operational performance measures and performance related issues, and identify areas for process improvement; anticipate, troubleshoot, and resolve project and work-flow disruptions and malfunctions with databases, networked systems, and/or PCs; write documentation, reports, Requests for Proposals (RFPs), and user information; review and analyze user requirements; design, document, and implement testing routines; keep abreast of current and imminent developments in computer technology and software; communicate effectively both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

Education: Equivalent to a Bachelor's degree in Computer Science, Mathematics, or a closely related field. Additional years of experience over the minimum may be considered in lieu of the required education on a year-for-year basis.

Experience: Fifteen (15) years of recent, verifiable, and progressively responsible experience in computer operations, including a minimum of five (5) years in upper level Information Systems management that consisted of the functions listed under *"Knowledge"* and *"Abilities."*

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Computer Operations Manager est 1/84. Previously revised 9/99 & 2/04

Approved by Rick Fernandez, General   Date