

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Education Services, plan, organize, control and direct District technology services and activities; coordinate, develop, install and maintain a variety of software and information systems and applications for various departments; serve as a technical resource and coordinate technical support for District personnel; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct District technology services and activities; develop, implement and maintain technology systems and services; assure appropriate equipment, materials, personnel and resources are available to meet District technology needs; assure technology activities are performed in compliance with applicable laws, codes and regulations.

Coordinate, develop and maintain a variety of software and information systems and applications for various departments; develop and maintain technological policies and procedures; develop, maintain and coordinate the installation of Local Area Network (LAN), Wide Area Network (WAN) and telephone systems to assure smooth and efficient information flow within the District.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop training programs for technology personnel.

Serve as a technical resource and coordinate technical support for District personnel; respond to inquiries and provide information; communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Provide technical expertise, information and assistance to the Associate Superintendent regarding technology functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Associate Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term technology plans and activities designed to enhance assigned programs and services.

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

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of technology services and activities.

Installation and maintenance of LAN, WAN and telephone systems.

Network components including bridges, routers, hubs and cabling.

Technical aspects of computer training and support.

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, control and direct District technology services and activities.

Coordinate, develop, install and maintain a variety of software and information systems and applications for various departments.

Supervise the performance of assigned personnel.

Serve as a technical resource and coordinate technical support for District personnel.

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.

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.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in computer science or related field and five years increasingly responsible experience in the administration of technology services and activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.