

Job Summary:

The job of Director, Information Systems is done for the purpose/s of supporting the overall instruction, human resources and business functions of the Tulare County Office of Education (TCOE); planning and implementing the daily staffing and operational activities of the department; training and supervising the performance of assigned personnel; establishing and maintaining the information technology strategic plan for the county involving all computing, data, software, systems operations and data communications; coordinating assigned activities with other departments, school districts and outside agencies and providing highly responsible and complex administrative support to all staff.

Essential Functions:

- ▶ Communicates with other administrators, staff and outside organizations for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information.
- ▶ Develops/implements/monitors personal computers, telecommunications, computer network and Internet plans, standards and strategies for the purpose of insuring the needs of the end user are met and the systems in place are functional.
- ▶ Develops/monitors the annual preliminary budget for the department for the purpose of meeting department goals.
- ▶ Directs the development of department goals, objectives, policies and priorities for the purpose of meeting the technological needs of TCOE and the school districts served.
- ▶ Establishes/maintains the Information Systems plan for videoconferencing and distance learning for the purpose of insuring the needs of end users are met and the systems in place are functional.
- ▶ Evaluates work products for the purpose of determining their positive and negative impact on the information systems functions for end users.
- ▶ Identifies/resolves technology-related issues or problems for the purpose of insuring the needs of end users are met and the systems in place are functional;
- ▶ Monitors the work flow of the department for the purpose of insuring all assigned projects are completed in a timely manner.
- ▶ Participates/implements programs such as E-RATE, CENIC and CSIS for the purpose of meeting the technological needs of TCOE and county school districts.
- ▶ Plans/coordinates hardware and software acquisition and installation for the purpose of meeting county office technology needs and directions.
- ▶ Plans/directs the activities and operations of the Information Services department for the purpose of supporting the overall instruction, human resources, and business services functions of TCOE and county school districts.
- ▶ Plans/implements long and short-term programs and activities for the purpose of enhancing assigned programs and services.
- ▶ Plans/implements the daily staffing and operational activities of the department including systems design, development and implementation, computer programming, computer system operations, telecommunication operations and functionality, Internet and website operations, user training programs and other information technology services for the purpose of insuring the needs of end users are met and the systems in place are functional.
- ▶ Provides technology coordination and technological support services for the purpose of assisting school district management and staff.
- ▶ Represents the Information Systems department in meeting with other departments, school district personnel, vendors and other agencies for the purpose of coordinating activities and programs, facilitating problem-solving discussions, responding to and resolving issues, exchanging information and actively promoting customer service.
- ▶ Trains/supervises/evaluates assigned personnel for the purpose of supporting them in the completion of their work activities.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - operate a computer and assigned office equipment;
 - troubleshoot computer hardware and software;
- ▶ **Knowledge of:**
 - computer management and operations and system administration;
 - financial information systems;
 - windows NT 2000 and COBOL server administration;
 - desktop operating systems;
 - computer networking including use and configuration of routers, hubs, switches, configuration and implementation;
 - telecommunications systems and operation;
 - computer technology, software design and programming, and software applications;
 - budget preparation and control;
 - principles and practices of administration, supervision and training;
 - applicable laws, codes, regulations, policies and procedures;
 - E-RATE application process;
 - network security, filtering, anti-virus software, Internet/Intranet, SQL and CSIS;
- ▶ **Ability to:**
 - plan, organize and administer the Information Systems services;
 - plan and implement technology-related projects;
 - supervise the performance of assigned personnel;
 - research, analyze and evaluate new service delivery methods, procedures and techniques;
 - analyze problems, identify alternative solutions and implement recommendations in support of organizational goals;

- assure compliance with applicable laws and regulations;
- interpret, apply and explain applicable rules, regulations, policies and procedures;
- communicate effectively, both orally and in writing;
- establish and maintain cooperative and effective working relationships with others;
- 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;
- troubleshoot computer software and hardware;
- attend inservice trainings, conferences and meetings, and make formal presentations as requested.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing a department; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing.

Experience Required:

- ▶ Job related experience within specialized field with five years of increasingly responsible information technology administration experience.

Education Required:

- ▶ Bachelor's Degree in Information Systems, Computer Science, Data Processing, or other technology-related majors, or Business Administration preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.