

**Job Title:** DIRECTOR, TECHNOLOGY  
**Reports to:** Chief Operations Officer  
**Dept./School:** Technology  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 17, 2017

### **Primary Purpose**

Direct and manage the information systems and computer services for the district. Ensure efficient and effective access to information and related technology by all campuses and administrative departments.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree  
CCNA with CISCO IP Telephony Specialization  
MCSE (Windows Server 2003)

### **Special Knowledge/Skills**

Instructional experience-preferably in a public school system  
Knowledge of computer network, hardware, and software applications (Microsoft Exchange)  
Knowledge of computer applications development and implementation  
Ability to manage budget and personnel; coordinate district function  
Strong organizational, communication, and interpersonal skills  
Ability to interpret policy, procedures, and data

### **Experience**

Three years experience in supervision and management of an information systems department for a large organization, preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Technology and Information Management**

1. Develop and implement district standards and specifications for hardware and software use.
2. Develop and implement a district wide computer networking plan.
3. Coordinate support between the education service center and district staff, including programming, application support, and end-user support.
4. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.
5. Oversee the installation, maintenance, and repair of all computer hardware and software throughout the district.
6. Assist with the implementation of staff development in the area of information management and technology; make presentations as needed.
7. Develop and implement a disaster recovery plan.
8. Develop and coordinate a continuing evaluation of information and technology services and implement changes based on the findings.

### **Policy, Reports, and Law**

9. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

**Budget and Inventory**

- 10. Compile budget and cost estimates based upon documented program needs.
- 11. Participate in contract negotiations for computer hardware, software, maintenance, and related services.
- 12. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.
- 13. Approve and forward department invoices and purchase orders to accounting department.
- 14. Recommend the disposal and replacement of obsolete equipment when necessary.

**Personnel Management**

- 15. Prepare, review, and revise job descriptions in the technology department.
- 16. Develop training options and improvement plans to ensure exemplary operations in the technology area.
- 17. Evaluate job performance of employees to ensure effectiveness.
- 18. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.

**Other**

- 19. Attend professional growth activities to keep abreast of innovations in information management and technology services.
- 20. Perform other duties assigned by supervisor.
- 21. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 22. Supervise and evaluate the performance of programmer/analyst, network manager, help desk technician, computer technician, and department secretary.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_