



## PERSONNEL COMMISSION

Class Code: 5116  
Salary Range: 58 (M2)

### EXECUTIVE DIRECTOR – INFORMATION AND TECHNOLOGY SYSTEMS

#### JOB SUMMARY

Under administrative direction, plan, organize, control and administer the District's information services and activities; provide leadership and direct the development of strategic plans for the delivery of technology and information services to users; direct and monitor the ongoing development of standards for computer hardware, operating systems, networks and software; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, control and administer the District's information services and activities; assure appropriate equipment, materials, personnel and resources are available to meet District technology needs; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a technical resource and assure proper levels of technical support for District personnel; communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**
- Determine technology needs within the District; evaluate potential products and services and assure compliance with established District objectives, priorities and resources. **E**
- Direct the acquisition, installation, maintenance and repair of technology equipment; direct and participate in the development of specifications for hardware and software systems and evaluate or direct the evaluation of vendor proposals; negotiate bids and proposals for service and equipment. **E**
- Direct the architecture, implementation and management of the District's technology infrastructure and information systems; assure infrastructure supports administrative and instructional technology services District-wide. **E**
- Direct the development of strategic plans for the delivery of technology and information services to users; monitor and support plans and related projects through completion. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities. **E**

- Direct the development and maintenance of the District's networked information systems including feasibility studies, systems analysis and design, programming, conversion of data, instructional technology and data storage and retrieval. *E*
- Direct the development and maintenance of complex software systems, databases and providing customized reports for individual users. *E*
- Direct the activities of the Help Desk to assure the resolution of problems and ongoing evaluation of customer satisfaction and problem resolution rates. *E*
- Confer with and coordinate with District organizational units that share separate and related services to enhance the integration of technological support to users. *E*
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Direct the development of end user training and the development and implementation of staff development training programs for information services personnel. *E*
- Provide technical expertise and information to the Chief Business and Financial Officer regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief Business and Financial Officer of unusual trends or problems and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; make presentations regarding District information services objectives, plans and achievements to groups and committees. *E*
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Executive Director – Information and Technology Systems, provides leadership, direction, consultation and technical expertise to Information Services staff and District administration in clarifying and formulating objectives and requirements for information systems and technology into a comprehensive and integrated District strategic plan. The Executive Director must work collaboratively with the Business Services team in providing optimum support for the educational programs. The Executive Director must possess the leadership skills necessary for developing, implementing and administering the District's Technology Master Plan. An incumbent develops or directs the development of plans and operations that include data services, network services, systems development, technical services and technology strategic planning. An

incumbent confers with District management personnel and users to identify needs and works collaboratively to provide effective multi-disciplinary solutions to issues and concerns.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Planning, organization and direction of information services and activities.  
Computer languages and programming fundamentals.  
Principles and operations of Local and Wide Area Networks, data communication systems and related software.  
Installation, maintenance and repair of information systems equipment.  
Technology and computer software related to instruction and administration.  
Principles of database design and management.  
Internet and Intranet development standards.  
Strategic planning and project management techniques.  
Complex computer equipment and data processing systems.  
Applicable laws, codes and regulations.  
Public speaking techniques.  
Budget preparation and control.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Principles of administration, supervision and training.

### **Ability to:**

Plan, organize, control and administer the District's information services and activities.  
Direct the development and maintenance of a networked information system.  
Maintain current knowledge of technological advances in the field.  
Oversee the architecture, implementation and management of the District's technology infrastructure and information systems.  
Develop and implement long term strategic plans.  
Serve as a technical resource and direct technical support for District personnel.  
Evaluate computing requirements and user needs and advise on appropriate hardware and software configurations.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Analyze situations accurately and adopt an effective course of action.  
Accept and carry out responsibility for direction, control and planning.  
Assure compliance with applicable laws, codes, rules and regulations.  
Plan, direct and evaluate the work of others.  
Prepare and deliver oral presentations.  
Develop and prepare departmental budgets.

Monitor and control expenditures.  
Analyze and develop work methods, procedures and schedules.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in computer science, management information systems or a related field. A Masters degree in one of the above-mentioned fields is highly desirable.

**Experience:**

Six years of management experience in the administration of information systems and technology. Experience in an educational environment or public agency is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and deliver presentations.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Board of Education action 4/27/2000 designated the class as senior management.

PCA: 6/14/2007