

## **DIRECTOR-TECHNOLOGY AND NETWORK SYSTEMS**

### **JOB SUMMARY:**

Under the direction of the Superintendent, plan, organize and direct information systems operations and activities including the planning, development, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases, peripherals and applications; coordinate and direct projects, personnel, communications, support services and information to meet District information technology needs and assure smooth and efficient department activities; supervise and evaluate the performance of assigned personnel.

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### **ESSENTIAL FUNCTIONS:**

- Plan, organize and direct information technology operations and activities including the planning, development, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications; establish and maintain Department time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Direct the design, installation, operation, maintenance and repair of LANs, WANs and other network systems; direct and participate in network administration activities and assure proper network security and server maintenance; configure servers and networks to assure smooth and efficient functioning of computer systems; assure proper computing and network connectivity; service, repair and install various network switches, routers, wireless access points and firewalls.
- Manage and participate in various network administration activities; establish user guidelines, policies and procedures; manage and test disaster recovery plans; manage e-mail, user accounts, mobile devices, anti-virus, anti-spam and internet access filters, firewall issues and software applications; install updates and patches as needed; enforce related policies and procedure; assure accurate and current files of District technology software licenses.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend new hires, transfers, reassignment, termination and disciplinary actions; coordinate the planning and implementation of staff development and training programs related to information technology.
- Coordinate and direct Level 3 technology support functions; oversee and participate in technical assistance services concerning the operation of computer systems, peripherals, mobile devices, hardware and software; respond to inquiries and provide technical information and training concerning related practices, requirements, procedures and malfunctions.
- Coordinate and direct the maintenance of computer database systems to meet the database management needs of the District; improve and resolve problems with computerized reporting and record maintenance for student information, instructional, assessment and administrative purposes.
- Direct and participate in configuring, repairing and managing District-wide VoIP and mobile phones; repair, install and service handsets, configure user access and voice mail; coordinate upgrades with appropriate phone service providers.

- Oversee, monitor, analyze and review budgetary and financial data; manage and authorize expenditures in accordance with established limitations; review, prepare purchase orders and quotes as needed.
- Direct and participate in the preparation and maintenance of various records, files and reports related to technology projects, servers, networks systems, financial activity, personnel and assigned duties; conduct reviews of contracts and disaster recovery plans; prepare update reports regarding the District 3-year technology plan.
- Provide technical information and assistance to the Superintendent and other administrators regarding Department projects, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Research, compare and evaluate new hardware and software programs and make recommendations as appropriate.
- Serve as E-Rate Coordinator; determine optimal use and need for technology in the District and prepare related documentation; assure E-Rate disbursements are in accordance with established policies and procedures.
- Operate a variety of computers, servers, peripherals, tools and specialized software; drive a vehicle to conduct work.
- Coordinate, attend and conduct a variety of meetings, workshops and seminars.
- Perform other duties as assigned.

**KNOWLEDGE OF:**

- Planning, organization and direction of Information Systems operations and activities including the planning, development, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, mobile devices, databases and applications.
- Computer systems, hardware, software, databases, operating systems and applications utilized by the District.
- Practices, procedures and techniques involved in the design, setup, development and modification of computer and network systems, web sites, hardware, software and applications.
- Principles, methods and procedures of operating computers, network systems and peripherals.
- Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
- Practices, procedures and techniques involved in the research, design, development and implementation of instructional technology, network infrastructure and computer systems.
- Technical aspects of researching, comparing and purchasing technology systems and equipment.
- Database structures, on-line applications and system capabilities of District computer systems.
- Principles and techniques of systems and network analysis.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.
- Budget monitoring and control.
- Oral and written communication skills.

**ABILITY TO:**

- Plan, organize, control and direct information systems operations and activities including the planning, development, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, telephone and mobile devices, databases and applications.
- Coordinate and direct projects, personnel, communications, support services and information to meet District information technology needs.
- Supervise and evaluate the performance of assigned personnel.
- Direct the planning, development and implementation of technology projects, plans, strategies, infrastructure, systems, programs, services, goals and objectives.
- Monitor, analyze, identify and adjust activities and systems in response to technology needs.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact, patience and courtesy when interacting with others.
- Interpret, apply and explain laws, codes, 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, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in computer science or related field and five years experience involving the development, operation, analysis, maintenance and repair of computer systems, hardware and software.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license and current auto insurance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

**Board Approval: 1/10/2017**