

JOB DESCRIPTION
September 2022

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

SENIOR DIRECTOR, INFORMATION TECHNOLOGY SERVICES

General Purpose:

The Director, Information Technology Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Director, Information Technology Services manages the information technology services department functions of the County Office of Education. Accomplishes other administrative duties and functions required to maintain the County's program of services. This is a classified management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Supervises assigned personnel.
- Plans, directs and maintains the County Office's information technology programs and services.
- Ensures technology programs and services meet organizational objectives and comply with laws and regulatory requirements.
- Coordinates technology services with district offices, schools, other county offices of education, and county, regional, or state agencies.
- Prepares and administers the Technology Services department budget.
- Oversees the operation and maintenance of a centralized computing facility to support administrative and instructional needs of the County Office and participating school districts.
- Manages and coordinates computer programming and database system design activities.
- Plans, designs, and directs the acquisition, installation, operation and maintenance of computer and data network systems.
- Develops and administers customer training and support systems, policies, and procedures to ensure effective operation and utilization of technology systems.
- Manages all County Office information technology systems hardware and software assets to improve effectiveness and lower the total cost of ownership.
- Coordinates with County Office curriculum and staff development personnel to implement education technology training programs for Placer County teachers and administrators.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in a job related area is preferred.

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Experience:

- Specialized job related experience with increasing levels of responsibility is required.
- At least three years of information technology management experience is desired.

Knowledge, Skills and Abilities:

- Specific knowledge in the following areas is required to satisfactorily perform the functions of the job: leadership, management, and supervision methods and techniques; information technology systems, capabilities, methods, and procedures; project management methods and tools; business and student information data processing systems; local and wide area networking methods and capabilities; and software development and maintenance methods, practices, and procedures.
- Skills required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Skills required to utilize pertinent software.
- Ability to manage these programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
- Ability to review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Ability to schedule a significant number of activities and routinely gather, collect and/or classify data.
- Ability to work with others under a wide variety of circumstances.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to analyze and interpret policies; develop and implement policies and procedures; train and evaluate staff; facilitate meetings; and communicate with persons of varied cultural and educational backgrounds.
- Ability to work with COE and district staff, parents, community agencies and organizations.
- Ability to function as a positive, contributing member of an education team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.

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Physical Requirements:

- 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; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 6

Reviewed and Approved:

Superintendent: Gayle Garbolino-Mojica Date: 9/19/2022

Human Resources: Colleen Shattuck Date: 9/19/2022