

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Director IV – Information Technology Services

Range 21

FLSA: Exempt

SUMMARY

Provides the overall technology leadership for ACOE; sets the strategic direction of technology at ACOE and develops the appropriate technology policy; provides the interconnection between technology services and the executive leadership, and the cohesion between State and regional groups and other K-12 entities within Alameda County.

Distinguishing Characteristics

This classification integrates several major functions in an operating complex. These functions are strategic in nature and significantly impact the COE and the school districts it services. The functions represent the core purpose for the COE. This classification requires determinative mastery in the areas of technical expertise. This classification works within a framework of general policies and ultimate goals and its authority is subject to only broad management guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Develops the strategy for the use of technology at ACOE; ensures that all facets of technology deployment are aligned with the operational goals and objectives of the organization.(E)
- Leads the execution of the technology strategy for technology platforms and infrastructure, professional development, partnerships, and external relationships. (E)
- Leads the establishment of best practices for the management of IT services leading to continual performance improvement. (E)
- Provides leadership in the development, installation, supervision, evaluation, and management of administrative, managerial, and educational implementations of technology for all school site and departments. (E)
- Provides leadership and direction for the planning, development, and implementation of technology systems which meet the operational and instructional needs of the County and enable the use of technology to maximum advantage. (E)
- Supervises and directs staff to ensure that the long-range goals of the ACOE are realized. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)

- Provides leadership and direction to the Executive Management Team on computer services, internal and external communications, including personnel, facilities, materials and equipment.
- Anticipates and reacts to major technology changes to ensure the maintenance of the technological landscape and leadership in the use of technology in K-12 education.
- Oversees the operations of technology administration, including contracts, accounts receivable, purchases, customer service, and fiscal management.
- Provides leadership to ACOE Technology Committee.
- Monitors the acquisition and installation of technical computing hardware and software applications to ensure compliance with State and Federal laws.
- Establishes processes for the review, approval and standardization of hardware and software for County/school district utilization.
- Oversees the management of the ACOE network and provides mentoring services for all technology functions.
- Directs and coordinates development of a county wide integrated information system ensuring the most effective use of hardware, software, and systems networking.
- Consults with staff regarding bids and contracts concerned with County Office/school district use of Technology.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 Various aspects of technology, including software development, network technologies, telecommunications, financial systems, and information security.
 Educational use of technology.
 Unix and networking systems.
 Data Processing systems and procedures.
 Accounting and purchasing procedures and practices.
 Principles of management and operational leadership.
 IT management best practices.
 State and Federal regulations for the use of technology.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Plan, organize, and administer programs.
 Train, supervise, and evaluate staff performance.
 Articulate complex technical matters to non-technical audiences.
 Coordinate resources.
 Prepare and monitor a budget.
 Plan, coordinate, and document projects.

Prepare and deliver oral presentations.
Represent the department at meetings.
Direct the preparation of reports.
Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
Effectively present information and respond to questions from groups of managers, and clients.
Prepare reports; maintain records.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate PC and related software applications.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Bachelor's degree in computer science or related field. Master's degree preferred.
Five (5) years related information technology experience with a minimum of five years (preferred) being in a managerial capacity.
Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.

Approved By: Personnel Commission
Approved Date: December 21, 2007