

Solano County
Office of Education

JOB TITLE: Director, Information Services and Technology

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under administrative direction of the Associate Superintendent of Administrative Services and Operations, Director of Information Services and Technology plans, directs, and manages the Information Systems Department to ensure the development and implementation of cost-effective network systems and technology-based information systems to meet current and future County Office requirements. Provides regional leadership in the areas of grant writing and emerging technologies for the user community.

JOB REQUIREMENTS AND QUALIFICATIONS

- Five (5) years of progressively responsible management experience, which includes responsibility for managing information systems.
- A Bachelor's degree in Management Information Systems, Computer Science or related field, or a combination of work-related experience.
- Knowledge of high speed networking terminology; proper office methods and practices; technology networking usage and personal computing utilization; modern computer techniques, methodologies, principles and practices.

ESSENTIAL DUTIES:

- Analyzes existing or proposed network projects and requests to determine the feasibility for technical adaptation; may prepare cost estimates for these proposed projects; documents and presents written reports detailing the analysis performed.
- Accomplishes fiscal objectives by forecasting financial requirements for technology expenditures, administers the Information Systems' expense allocations, and prepares an annual budget.
- Accomplishes application development goals by implementing standard software development strategies and procedures for the planning, development, and/or purchase of Information Systems' applications, including change control procedures.
- Facilitates training and cross platform trainings to SCOE, districts and other user groups as needed.

- Facilitates and/or assists in the research of new products and services that will enhance the technical productivity of the department to provide increased levels of service, effectiveness and efficiency to the user community.
- Consistently demonstrates leadership, collaboration and support as defined by SCOE's guiding principles when working with SCOE, school districts, community organizations, government agencies, parents and students.
- Establishes effective levels of communication with the user community for network support and integration. Responds to rapidly changing requirements of the user community.
- Fosters communications and increased stakeholder participation by creating user groups, and provides leadership for administrative technology users for the purpose of sharing experiences, guiding and implementation of strategic and tactical plans, and receiving information on problems and priorities from the user population.
- Represent the organization at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
- Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations related to the usage of technology.
- Participate in development, implementation, and maintenance of policies, objectives, short and long range planning; develop tracking and evaluation programs to assist in accomplishment of established goals
- Coordinates the creation and implementation of the organization wide strategic plans for information technology by evaluating current organizational goals, identifies key issues and problems, and evaluates trends and anticipates requirements for both administrative and academic needs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.
- Directs technological research by studying organizational goals, strategies, practices and user projects, and provides leadership and direction in technology planning, acquisition, and applications development.
- Promotes high productivity of assigned staff by communicating job expectations, planning, monitoring, and appraising job results, and provides training and growth opportunities, where appropriate.

