

DIRECTOR OF TECHNOLOGY SERVICES

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Responsible for planning, administering, and supervising all functions of the Technology Services department for the School Division.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, implements and directs all functions of the Technology Services team;
- Provides systems administration, network administration and technical support functions;
- Organizes, prioritizes and assigns work to be monitored and inspected when complete and provides technical expertise when assisting staff with complex problems/situations;
- Develops and administers School Division educational technology guidelines;
- Develops, presents and implements the School Division's technology plan;
- Develops long- and short-term plans, goals and objectives designed to meet future needs and technological changes and to maintain appropriate services levels;
- Monitors the progress of major division projects to ensure they remain on schedule;
- Provides insight to ensure School Division is in compliance with all reporting requirements;
- Supervises, directs and evaluates assigned staff;
- Processes employee concerns and problems;
- Completes employee performance appraisals;
- Develops and administers department budget and provides budgetary input pertaining to the technology needs of other division departments;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of system analysis, programming and computer operations; Thorough knowledge of the functions and operation of departments; Ability to determine department and division technology needs; Ability to plan and supervise the work of professional and technical personnel; Ability to write clear and concise reports and to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships with officials and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science, business administration or related field and extensive professional experience in management information systems.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.