



## DIRECTOR OF COMPUTING AND INFORMATION SERVICES

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### **POSITION SUMMARY**

Direct the activities of the Computing and Information Services Department of the District regarding the service delivery of technology support and software applications for the District. Provides professional analysis and counsel to the Superintendent and District administrators.

### **SUPERVISORY RELATIONSHIPS**

Reports to the District Superintendent. Directly or indirectly supervises all staff of the Computing and Information Services Department.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

Direct and supervise the activities of the Computing and Information Services (CIS) Department to ensure that efficient, secure technology and software applications are provided for all District schools and departments.

Ensure efficient service delivery by maintaining staff trained in current technology and responsive to needs of customers.

Direct District activities related to information systems and reporting needs. Establish and maintain mechanisms which enhance communications between the CIS department and other departments and schools.

Develop policies and short and long-range plans for technology and information services through the use of committees, newsletters, user meetings and personal contacts to ensure the District's information needs are met through the most suitable technologies. Provide vision and direction for the District to implement new technologies which increase productivity and improve District administration's ability to respond to changing demands.

Plan, direct and coordinate department work activities; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

Represents the District at meetings with City and County management regarding intergovernmental issues.



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Serves as a member of the Superintendent's staff to ensure that technological concerns and information needs are addressed at the highest level of District's decision-making.

Serve as an advisor for the District on information systems and technology issues; evaluate, assess and implement appropriate technologies.

Develop and administer the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

### **QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

Knowledge of advanced principles and practices of computer science, information systems and telecommunications.

Knowledge of methods and techniques of application development, system design and programming.

Knowledge of operational characteristics of network operating systems.

Knowledge of Federal, State and Local laws, rules, policies and regulations affecting the information infrastructure and related technology and systems.

Knowledge of current information technology hardware and software.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of the principles of supervision, training and performance evaluation.

Skill in managing projects and providing leadership.

Skill in directing professional, technical and administrative support staff.

Ability to relate technical concepts to business needs.

Ability to identify and recommend appropriate information system needs

Ability to develop and administer department goals, objectives and procedures.

Ability to research, analyze and evaluate new service delivery methods and techniques.



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Ability to communicate clearly and concisely, both verbally and in writing to technical and non-technical staff.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Master's degree in information systems or closely related field and five years of senior level experience as a information technology manager in a large organization; or any combination of experience and training that provides the required knowledge, skills, and abilities.