

## **INFORMATION TECHNOLOGY MANAGER**

### **Purpose Statement**

The job of Information Technology Manager was established for the purpose/s of planning, directing, managing and overseeing the activities and operations of the Information Technology Division including communication systems, voice, video, data, systems analysis, programming, and computer operations; serving as a resource to district personnel in the implementation of technology-facilitated school improvement programs and maintaining adequate staffing to ensure that objectives of the services are achieved within budget and comply to the districts' goals.

This job reports to Associate Superintendent of Facilities & Technology

---

### **Essential Functions**

- Assists in preparing bid specifications for systems, services and hardware for the purpose of making recommendations, preparing and negotiating contracts and service agreements for hardware, software and system support.
- Collaborates with others (e.g. other district departments, schools, elected officials, outside agencies, etc.) for the purpose of explaining and interpreting Information Technology Department programs, policies, and activities and resolving sensitive, significant and controversial issues.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Develops goals, objectives, policies and procedures relating to the acquisition and implementation of technology-based solutions for the purpose of ensuring new programs/services are provided within established timeframes in conformance with all related requirements.
- Develops long and short range plans in relation to hardware and software technology, telecommunications, specialized networking activities, etc. (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Facilitates meetings that may frequently involve a range of issues (e.g. financial procedures, regulatory requirements, actions involving outside agencies, engineering, etc.) for the purpose of evaluating situations, identifying appropriate actions, and/or developing recommendations.
- Manages the engineering, design, installation, modification, expansion, and maintenance for the complete data infrastructure for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, and district administrators.
- Manages the implementation of existing and new programs/services through a combination of delegation and personal involvement (e.g. District-wide Food Services Systems, Financial/Human Resources Information systems, Student Information System, etc.) for the purpose of ensuring programs/services are provided within established timeframes in conformance with all related requirements.
- Monitors the allocation of technology funds (e.g. division budget, forecast of additional funds needed, expenditures, budgetary adjustments, etc.) for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of District information systems requirements.
- Participates in a variety of meetings as required for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. selection, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.

- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. (e.g. trends in educational technology , telecommunications, networking, media, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: application of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, multi-platform Macintosh & PC; integration of technology into curriculum; major software applications; design and understand intra and Internet applications; current generation and emerging programming methodology; and operating systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Exempt 92X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_