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| Job Title: | Director of Technology Operations | Wage/Hour Status: | Exempt |
| Reports To: | Associate Superintendent of Business and Finance | Pay Grade: | Professional Pay Grade 5 |
| Dept. /School: | Business and Finance | Date Revised: | 02/10/2012 |

Primary Purpose:

Use technology and analytical skills to improve the quality of service and performance of the district's business operations by clearly distinguishing strategy, planning, and project execution.

Qualifications:

Education/Certification:

Master's degree in Information Technology

Special Knowledge/Skills:

Extensive Knowledge of Information Systems and Operations Management
Extensive Knowledge of Database System Management and data conversions
Knowledge of software and web application development and implementation
Knowledge of computer network, hardware, and software applications
Ability to lead, motivate and manage project team
Strong organizational, communication, and interpersonal skills
Ability to interpret policy, procedures, and data

Experience:

Five years experience in supervision and management of an information systems department for a large organization

Major Responsibilities and Duties:

Information Systems and Operations Management:

1. Plans, organizes, and controls the overall activities of Information Systems, including system setup, data importing/exporting, queries, and report writing as related to the district's General Ledger, Budgeting, Accounts Payable, Human Resources, Payroll, Purchasing, Inventory, and Fixed Assets operations.
2. Import data from SIS and other sources into campus-based and departmental third party software.
3. Regularly evaluates the district's use of technology, as applied to its data processing needs, and recommends alterations and expansion as necessary.
4. Provides support for the business office and works with software vendors to resolve issues, as needed.
5. Assist Associate Superintendent of Business and Finance and his/her designee in preparing the data processing needs for district-wide internal as well as external agency reporting preparation and requirements.

6. Centralize business operations and improve reporting and operational efficiencies to better serve the district.
7. Understand the business issues and testing strategies and ensuring that the district has the data infrastructure to support these current strategies.
8. Must act as an important information resource for the data analyzing by being responsible for acquiring and disseminating technical expertise, as well as policy and procedural knowledge.
9. Must understand, embrace and champion district standard operating procedures in order to protect the district from undue risks.
10. Must be knowledgeable about the various data management software platforms and the selection of the appropriate toolset for each production process.
11. Will lead all process improvement initiatives including the automation of primary processes, review of existing procedures to identify inefficiencies, and responding to new client requirements.
12. Ultimately responsible for data integrity and serve as a problem solver.
13. Communicate regularly with departmental administration regarding the status of current project initiatives; obtains guidance and approval as required to advance initiatives.

Requirements:

14. Master Degree with specialized coursework in computer information systems or related field preferred.
15. 5+ years data processing and database system management experience.
16. Knowledge of reporting solutions such as Crystal Report Writing.
17. Knowledge of and experience with windows, client, reporting, and application servers, ASP.NET Framework, visual basic, and Open Database Connectivity (ODBC).
18. Comprehensive understanding of SQL database and programming principles, including experience with web application development, integration and implementation.
19. Experience with data warehousing strategies, preferably in a Microsoft SQL Server environment.
20. Ability to manage and automate complex data processing tasks reliably.
21. Ability to define problems, collect data, establish facts, and draw valid conclusions.
22. Ability to work effectively in a fast paced, deadline driven, highly dynamic atmosphere and react quickly to changes and shifting priorities.

Policy, Reports, and Law:

23. Assist with implementing the policies established by state and federal law, State Board of Education rules, and local board policy in the area of information management and technology.
24. Assist with all physical and computerized reports, records, and other documents required.

Other:

25. Attend professional growth activities to keep abreast of innovations in information management and technology services.
26. Other duties as assigned.

Supervisory Responsibilities:

Supervise support staff when engaging in projects as needed.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.