

- x Develops and implements marketing strategies; markets programs and products to other county offices or regions throughout the State.
- x Develops and prepares the annual preliminary budgets for the department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations
- x Plans, organizes, and implements long and short

- x Operation of a computer and assigned software

ABILITY TO:

- x Plan, organize, control and direct the vision, operations and activities for the Department.
- x Direct and evaluate the performance of assigned staff.
- x Communicate effectively both orally and in writing
- x Interpret, apply and explain rules, regulations, policies and procedures
- x Serve as technical liaison for current and potential users.
- x Establish and maintain cooperative and effective working relationships with others
- x Operate a computer and assigned office equipment
- x Analyze situations accurately and develop effective course of action
- x Meet schedules and timelines
- x Work independently with little direction
- x Plan and organize work
- x Prepare comprehensive narrative and statistical reports
- x Direct the maintenance of a variety of reports, records and files related to assigned activities

LEADERSHIP TEAM COMPETENCIES:

- x Develops and fosters effective individuals and teams.
- x Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- x Demonstrates emotional intelligence.
- x Models inclusive, effective, and authentic communication.
- x Applies knowledge of the intersectionality of race, equity, and inclusion.
- x Builds and sustains positive, trusting relationships.
- x Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- x Master's degree in computer science, business administration, educational administration or a related field and
- x Eight years increasingly responsible experience in the administration of technology programs, including five years in a management position in the technology field. Experience supervising supervisors at a director level is preferred.

LICENSES AND OTHER REQUIREMENTS:

- x Valid California driver's license
- x Project Management Professional (PMP) certification is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- x Office environment
- x Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- x Hearing and speaking to exchange information and make presentations
- x Dexterity of hands and fingers to operate a computer keyboard
- x Seeing to read a variety of materials.

HAZARDS:

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