

(Senior Classified Management)

Under the direction of the County Superintendent of Schools, administers the Technology and Data Services Division by planning, organizing, directing, and reviewing the Office's educational support and information technology and infrastructure functions including administrative support, system software, network security administration, information systems operations, educational support systems, data systems, training development, systems development, telecommunications, technical support; and performs all other related duties. This is a classified senior management position and a member of the Superintendent's Cabinet.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Participates as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advises the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serves on County Office and statewide technology committees.

Provides leadership, directs, administers and supervises the planning, organization and coordination of information systems and technologies to support educational and student services programs.

Directs, leads, promotes and encourages the development and implementation of innovative technology, including, but not limited to, technology related to educational resources and delivery methods especially as i

Provides county-wide coordinated leadership for and ensures project management of technology related projects, initiatives, and programs.

Coordinates support and training in the use of computer systems; develops and publishes information technology standards and procedures; conducts regular review of disaster recovery plans and backup procedures; meets regularly with divisions and school administration to establish and review information technology needs; and other related duties.

Manages the security reliability of internet and broadband projects.

Performs other duties as assigned.

DECISION-MAKING AND PROBLEM SOLVING (SO)-4.1 (Lg) 0.011 T

Supervises department heads and administrative support staff.

ENVIRONMENT:

Duties are performed in an office environment while sitting at a desk and program sites and in the
