

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, INFORMATION TECHNOLOGY

DEFINITION

The job of Director, Information Technology is done for the purpose/s of planning, developing, implementing and maintaining Business Information Technology Services, operations and activities, including the analysis, planning, installation, operation and maintenance of the Countywide Financial System. The Director coordinates and directs the day to day internal division projects, provides technology leadership and guidance to districts and county office divisions for the fully integrated system. The primary business-information system supports Position Control, Budget, payroll, retirement and finance operations countywide.

This job reports to the assigned administrator.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Collaborates with internal and external parties (e.g. STRS/PERS, application vendors, County Office employees and all district office employees, County Treasury, Auditors, Controllers Office, State Offices, etc.) for the purpose of ensuring business information systems properly support district procedures and requirements.

Conducts and prepares meetings, workshops and/or trainings (e.g. system trainings, user groups, conferences, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Coordinates with County Office and district personnel (e.g. conduct planning team meetings, devise test and implementation schedules, plan data conversion and integrations, extracts, manipulates and creates files suitable for uploading and/or analyzing, etc.) for the purpose of implementing new and maintaining existing services and/or programs.

Designs test plans and training materials, working with software vendors during implementation and independently after implementations are complete (e.g. application training modules, instructional presentation materials, frequently asked questions lists, etc.) for the purpose of assisting trainers and users in understanding system work flow and functionality.

Develops and directs calendar year and fiscal year end processes county-wide for the purpose of ensuring county-wide compliance with State and Federal laws regarding W2, 1099 and ACA reporting.

Directs assigned work activities and/or projects (e.g. help desk functions, testing and leading teams, etc.) for the purpose of providing guidance and support to other staff in all districts in the county and ensuring completion of projects within established guidelines.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Maintains existing business information systems (e.g. designs, enhances, operates and troubleshoots - accounting, budgeting, payroll, human resources, purchasing, and retirement systems, etc.) for the purpose of ensuring accuracy of data and ongoing availability of systems.

Monitors assigned budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are met.

Performs personnel functions (e.g. select, train, motivate, and evaluate personnel; provide or coordinate training; implement discipline procedures, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Plans, organizes, controls and directs Business Information Technology operations and activities including development, implementation, operations, analysis, programming, support of the county-wide integrated financial system for the purpose of ensuring accurate information for internal and external; use in all facets of financial system requirements.

Prepares a variety of materials (e.g. project schedules, narrative/statistical data related to system operations, policies/standards documents, user support materials, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Provides and updates the Deputy Superintendent, Business in a timely manner on particular issues for the purpose of ensuring rapid responses and corrections/notifications to the Superintendent and districts as needed.

Responds to inquiries from a variety of sources (e.g. staff, internal and district administrators, school site personnel, outside vendors, service providers, etc.) for the purpose of providing technical assistance, advice and support.

Serves as a technical resource to administrators, department and district staff (e.g. business systems technology/needs/trends, new technology evaluation/recommendations, etc.) for the purpose of providing information and/or advice regarding active or planned projects and identifying opportunities to enhance operations.

Serves as liaison to software/hardware providers (e.g. learn of upgrades/enhancements, coordinate implementation, troubleshoot problems, answer complex questions, system maintenance, report development, initiates system updates, etc.) for the purpose of conveying and/or receiving information and coordinating activities.

Trains selected personnel (e.g. team members from districts, power users, etc.) for the purpose of ensuring their ability to use new and/or existing systems and software.

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Perform advanced math.

Read technical information.

Compose a variety of documents.

Facilitate group discussions.

Solve practical problems.

Business information systems used in California public school districts and county offices.

Work process analysis techniques.

Statutory regulations, policies and procedures applicable to school business and reporting.

Operation and integration of business software on multiple computer platforms.

Skill and Ability to:

Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Operating standard office equipment.

Planning and managing projects.

Problem solving, logical thinking, preparing and maintaining accurate records.

Utilizing pertinent software applications.

Schedule activities, meetings, and/or events.

Gather, collate, and/or classify data.

Consider a number of factors when using equipment.

Flexibility is required to work with others in a wide variety of circumstances.

Work with data utilizing defined but different processes.

Operate equipment using standardized methods.

Work with a significant diversity of individuals and/or groups.

Work with data of varied types and/or purposes.

Skill and Ability to (continued):

Utilize a variety 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.

Problem solving with equipment is significant.

Communicating with persons of varied technical knowledge and backgrounds.

Establishing and maintaining effective working relationships.

Working as part of a team.

Adapting to changing priorities.

Setting priorities, meeting deadlines and schedules.

Working with detailed information/data.

Initiating system updates, and applying logical processes and analytical skills.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Completion of four years of college with a degree in Information Technology, Business Information Systems, Computer Science or a related field. A Master's degree is desirable.

Experience:

Six years of increasingly responsible experience managing business information technology systems, including at least two years of supervisory experience.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License.

Qualification Requirements:

Working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. 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.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment.

Approval Date: June 15, 2021