

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - INFORMATION SYSTEMS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize and direct the coordination, acquisition and use of computer and telecommunications technologies of the District; manage physical resources including District computer systems, personal microcomputers, data communications equipment and the District's telecommunications systems and service; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize and direct the coordination, acquisition and use of computer and telecommunications technologies of the District; manage physical resources including District computer systems, personal microcomputers, data communications equipment and the District's telecommunications systems and service. **E**

Meet with school staff including administration, certificated and classified staff to discuss planning, implementing and maintaining the various aspects of computer and telecommunications technology; travel to various locations to provide support; meet with department staff to discuss on-going projects. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. **E**

Contact and meet with technology-related vendors; obtain pricing and availability of various systems; discuss existing and new technologies; purchase systems according to established procedures. **E**

Work with Purchasing staff in the development of requests for proposals and competitive bid specifications for computer and telecommunication systems. **E**

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; maintain minutes of meetings. **E**

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Develop and prepare the annual preliminary budget for the Information Technology department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Attend a variety of meetings and participate on assigned committees; chair committee meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the activities and operations of the Information Systems department.

Network operating systems, data communication systems and telecommunications.

Design, installation, operation, maintenance and support of networks, computer systems and peripheral equipment.

Data processing hardware, software, and procedures.

Software copyright and licensing laws.

Basic elements of programming and computer technology.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct the coordination, acquisition and use of computer and telecommunications technologies of the District.

Perform cost/benefit analysis of current and proposed computer systems and applications.

Supervise and evaluate the performance of assigned staff.

Communicate data processing procedures and requirements to users.

Provide technical assistance to District computer system users.

Maintain current knowledge of technological advances in the field.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to Information Systems.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems, computer science or related field and five years increasingly responsible systems and programming experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.