

## SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Director I, Internet and Media Services**

### **DEFINITION**

Under general direction coordinates and manages all media development projects for the Sacramento County Office of Education; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Director III, Technology Services

### **SUPERVISION OVER**

Professional, clerical and technical personnel as assigned.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

Provides leadership in identifying and soliciting funding sources for technology and educational media projects; develops concepts for potential clients and provides information regarding media services and functions; prepares grant applications including request for applications and request for proposals, bids, income contracts, expenditure contracts, and other related agreements as determined by the department Director; prepares initial project work plans detailing objectives, tasks, timelines and methods for evaluation; manages all aspects of mediated projects including monitoring of timelines and coordinating pre-production and production personnel; communicates with clients on a regular basis regarding status of deliverables; prepares written documents including reports and evaluations as specified by project objectives and activities; prepares and monitors project budgets; oversees product evaluation and quality assurance testing; presents SCOE produced media materials at educational conferences and related events; oversees planning and coordination of Webcasts, videoconferences and video productions; other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Education, Training and Experience

Possession of a Bachelor's degree in Instructional Technology or related field. A Master's degree is preferred. Successful experience managing complex technology projects and coordinating project teams; recent experience working with new and emerging technologies.

#### Knowledge of:

Project management and principals of organization; instructional design, personal computer hardware; personal computer software used for word processing, spreadsheets, graphics, presentations and communications; computer networking; software development procedures; Web page development; database design; middleware programming used in database Web publishing; Webcasting, videoconferencing, and video production technologies.

#### Skill and Ability to:

Develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; develop and monitor complex budgets and monitor expenditures; work with technical production staff to determine appropriate processes and procedures to address specific objectives; organize work to meet strict deadlines; plan, coordinate and manage technical assistance and professional development activities; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with staff, organizational members, grantors and other clients.

#### Other Characteristics

Possession of a valid California driver's license and willingness to travel.

Approved by the Personnel Commission 12-18-03