

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director I, Technology Projects

DEFINITION

Under general direction coordinates activities required for implementing technology and computer-based educational systems for the Sacramento County Office of Education; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Instructional Technology & Learning Resources Division

SUPERVISION OVER

Professional, technical, and clerical 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 which may be found in positions within this classification)

Provides leadership for project management, technical architecture, standards development, and systems administration practices; assists administrative, instructional and support personnel to plan and implement a wide range of technology-based projects; provides support to County Office departments and outside agencies to implement short and long-term strategic solutions for software and Web site development; assists all Instructional Technology and Learning Resources departments and/or work units with implementation of technologies appropriate for distance and remote learning; oversees set-up, installation and maintenance of computers and servers used for educational programs and projects; maintains LAN, WAN and Internet server software and provides necessary maintenance and upgrades; plans, organizes, and negotiates with vendors to facilitate acquisition of instructional technology hardware and software related to divisional and project goals and objectives; represents County Office and special projects at regional, state and national meetings; facilitates the acquisition of outside funding to support divisional goals and objectives.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree; successful experience managing technology projects and supervising the installation and maintenance of computer servers; experience with a variety of network protocols.

Knowledge of:

Installation and administration of Windows NT and UNIX, MS SQL Server, Tango or Cold Fusion middleware, LAN/WAN design, implementation and operation; electronic communications and related hardware; a variety of network protocols, basic computer software and productivity tools.

Skill and Ability to:

Communicate effectively both in oral and written form; explain technical concepts in non-technical terms to staff and clients; learn new hardware and software programs and adapt to changes in technology; prioritize, organize, and schedule work assignments and projects; develop measurable goals and objectives; evaluate projects and programs towards achievement; prepare, monitor and maintain budgets; monitor expenditures; establish and maintain cooperative working relationships with those contacted during the course of work; selects, trains and supervises staff.

Approved by the Personnel Commission on 5/4/00.