

**SACRAMENTO COUNTY OFFICE OF EDUCATION**

**CLASSIFICATION TITLE: Director II, Data Services, Reading Lions Center**

**DEFINITION**

Under general direction, plans, coordinates, and manages the data processing, Web interfaces, and statistical analysis activities related to supporting Reading First and California Reading Development Center (CRDC) with implementation and evaluation activities statewide; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Chief Administrative Officer, Reading Lions Center

**SUPERVISION OVER**

Technical and support personnel.

**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)

Plans the development and implementation of data processing and Web-based data acquisition and presentation systems, ranging from private, limited-access Web sites for technical and professional clients to public sites for secure registration for required Reading First and CRDC professional development; oversees a technical team responsible for statewide reporting of training, evaluation, payment, and testing data; plans and uses statistical analysis tools for conducting statistical analyses for projects and reports; helps coordinate the work of other offices to be most compatible with, and take best advantage of, Web-based tools, computer-supported processing, and database access; oversees a variety of technical processes based in Hypertext Markup Language (HTML), Lasso Dynamic Markup Language (LDML), Claris Dynamic Markup Language (CDML), Javascript, and others, including application development in multiple versions of database and spreadsheet software; oversees the development of work schedules and priorities for all data staff; develops and reviews client reports for format, clarity, accuracy, and appropriateness; delivers oral and written reports and presentations on project status as well as creating overviews at project inception; creates and supports team concept and process of application development, project implementation, and online documentation of all projects; ensures security and accuracy of all data processed and all data reports; designs systems that ensure data integrity and continuity.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Possession of a Bachelor's degree with emphasis in data management, communication, or a related field. Experience in both technical and general fields demonstrating an integrated knowledge and set of skills in data management, project development and implementation, and communication. Extensive experience in a technical leadership position demonstrating excellent communication skills, project visualization, project implementation, and strong project balancing and prioritizing is desirable.

Knowledge of:

Web-based data solutions, including database design and appropriate Web and database programming; California Reading Initiative and the Federal Reading First Initiative; principles and practices of governmental budget preparation and control.

Skill and Ability to:

Document complex technical systems; oversee a technical staff working on a large variety of data-related projects; communicate in writing and orally with technical staff, technical consultants, a statewide variety of clients, and non-technical Reading Lions and CRDC staff dependent on data services; balance and

prioritize among technical staff and projects; plan, coordinate, and manage technical staff; develop program goals, set priorities, and monitor effectiveness; select, train, and supervise staff; communicate effectively in developing and maintaining positive working relationships with administrators, teachers, coaches, consultants, and clerical support staff in the statewide Reading First and CRDC efforts.

Other Characteristics

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

Approved by Personnel Commission: 8/16/05