

# **Sacramento County Office of Education Job Description**

## **Classification Title: Director, Internet and Media Services**

### **DEFINITION**

Under general direction coordinates and manages development of web applications, custom websites, online databases, and multimedia projects for the Sacramento County Office of Education (SCOE) education, government, and nonprofit clients; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, clerical, and technical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in this classification.)

Supervises, leads, and evaluates technical staff in the design and development of complex web application systems, multimedia products, and custom technical solutions for SCOE departments and a wide range of educational customers; researches and evaluates new technologies, trends, and best practices; gathers project specifications from prospective clients and documents business, functional, and system requirements; prepares initial project work plans and scopes of work detailing objectives, tasks, timelines, and methods for project evaluation; monitors timelines and coordinates work among technical and multimedia teams during all phases of project development and support; oversees evaluation and quality assurance testing; oversees planning and coordination of video shoots and productions; regularly communicates status of project deliverables to clients; prepares written reports and evaluations as specified by contract deliverables; develops and manages multiple budgets and contracts; oversees use of social media tools and other forms of advertisement for clients to increase project visibility; creates and maintains departmental policies and procedures; utilizes Agile and other software development methodologies; ensures project deliverables are prepared according to standard 508 accessibility formats and policies; presents completed projects at educational conferences and related events; assists executive director with identifying funding sources for technology and education-related media projects; assists with the preparation of grant applications and requests for proposals (RFPs), bids, income contracts, expenditure contracts, and other related agreements; performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a bachelor's degree in computer science, information technology, business, or related field; successful experience managing the development of complex web applications, websites, and SQL databases; experience supervising and coordinating technology projects and technical staff; experience managing multimedia projects preferred.

#### **Knowledge of**

Software application development and procedures, project management, and modern database architecture; principles of technical project management and organization; system design and project management practices; the Software Development Life Cycle (SDLC); grant application and contracting procedures; standard video production technologies and software applications; online data collection, program evaluation, and reporting tools; object-oriented programming and system architecture; web page development and accessibility requirements as related to video and multimedia development; database design; Webcasting, videoconferencing

**Skill and Ability to**

Plan and complete technical project deliverables, schedules, and timelines; develop innovative systems and solutions; supervise, lead, and evaluate technical staff; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; market services to prospective clients; create contract packages; develop and monitor complex budgets and expenditures; determine appropriate processes and procedures to address departmental objectives; coordinate and manage staff professional development; explain technical information and concepts in non-technical terms; write technical proposals for non-technical audiences; communicate effectively in both oral and written form with individuals from various cultural and socioeconomic backgrounds; establish and maintain cooperative and effective working relationships; analyze situations accurately and adopt effective courses of action; interpret applicable rules, regulations, policies, procedures, State and Federal laws, codes, and regulations, as they pertain to data privacy, security, and 508 accessibility compliance.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

Revisions approved by Personnel Commission 10/11/22

Revisions approved by Personnel Commission 9/10/13

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