

Sacramento County Office of Education Job Description

Classification Title: Executive Director, Technology Services

DEFINITION

Under general direction, manages information and instructional technology services for the Sacramento County Office of Education (SCOE) in accordance with current industry standards and practices; provides oversight for operation and maintenance of all computer devices, mobile devices, virtual desktops, servers, networking systems, telecommunications services, audio-visual systems, database and website design and development, media services, instructional technology, and electronic learning resources; provides assistance and support to technology-related grants and contracts.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned

DUTIES AND RESPONSIBILITIES

Division Support

Provides oversight for departments within Technology Services; supports department directors with implementation of new and on-going services, programs and projects; provides technical advice and direction to SCOE departments as needed; recommends standards for the acquisition of equipment, software and services; approves vendor contracts, licensing agreements and any outsourcing; prepares and updates SCOE technology-related policies, procedures, administrative rules and regulations and guidelines; coordinates and implements long and short-term technology plans; oversees and reviews disaster recovery procedures, data integrity and security guidelines, and hardware and software refresh cycles; selects, trains, supervises and evaluates the performance of clerical/technical staff; assures adequate personnel and resource levels are available to meet program needs; recommends budgetary adjustments as necessary; monitors and evaluates departments' projects, grants and contracts; assists department directors with identifying and soliciting sources of funding; keeps informed of current trends in technology-related applications for education, curriculum, legal issues and other pertinent areas; prepare and present reports to the Board, Cabinet, site programs, and outside groups, as needed.

Local, District and Regional Technology Leadership

Provides vision and leadership to assess potential areas of opportunity in which innovative technology can enhance the organization's operational effectiveness and facilitate the delivery of services and programs; serves as advocate for Sacramento County districts in the technology area; confers with school district and regional representatives on technology plans and matters impacting California schools; represents SCOE at various county, regional and state technology-related committees; makes technical presentations to educational agencies and groups; attends various professional meetings to remain current concerning trends in the field; ensures that the technology resources and services are aligned with the mission and strategic priorities of SCOE.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree in information technology, computer science or a related field; extensive management experience in progressively responsible positions in a complex organizational and large-scale technology environment; experience supervising technical staff and project teams.

Knowledge of:

Principles, practices, and techniques for the operation of computer networks and telecommunication services; principles and practices of personnel management and budget development and administration; principles and methods for establishing goals, objectives and implementation plans to accomplish technology solutions for identified needs; the role of information and educational technology in an educational agency;

systems design and development process; emerging technologies and best practices; educational technology facilities and equipment; sources of technology funding, including E-Rate and educational technology grants.

Skill and Ability to:

Plan and direct a large technology division that involves coordination and integration of multiple interrelated activities and projects; prepare and maintain multiple operating budgets; provide budgetary support and feedback to technology department directors; formulate and implement program goals, objectives, and schedules; develop and implement strategic plans and changes required to achieve agency goals and objectives; comprehend and interpret laws, rules, regulations, and policies pertaining to programs and services; communicate effectively, both orally and in writing; supervise, train, and evaluate the work of assigned staff; establish and maintain collaborative relationships with executive staff, departmental directors, vendors, and local and regional technology staff; manage client relations to ensure development of service-objective expectations; present ideas and concepts clearly and concisely; conduct meetings utilizing consensus building techniques and conflict resolution strategies.

Other Characteristics

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

Approved by Personnel Commission 8/9/16