

**TECHNOLOGY MANAGER-INFORMATION SERVICES**

**DEFINITION**

Plan, organize, control and direct the daily operations and assigned functions of the Technology Information Services Department; supervise and evaluate the performance of assigned personnel; develop, review, and present technology information services applications, systems, and telecommunications recommendations to the Chief Technology Officer Director of Information Services; perform related duties as assigned

**SUPERVISION RECEIVED AND EXERCISE**

Receives administrative direction from the Chief Technology Officer Director of Information Services and exercises direction and general supervision over professional, technical and clerical staff.

**REPRESENTATIVE DUTIES** – *(Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements).*

Develop, recommend and direct the day-to-day operations of the Technology Information Services Department in the areas of security, telecommunications, systems design, network maintenance and support, applications management, data center operations, customer support, work flow monitoring and productivity assessment; supervise and evaluate the performance of assigned personnel. **(E)**

Develop, recommend, and implement short and long-range plans for the implementation and maintenance of district computer technology, telecommunications, wide-area networking and applications. **(E)**

Conduct and attend meetings, resolve fiscal reporting issues, provide directives and guidance for staff, district personnel, and the public; execute special assignments. **(E)**

Compose and present reports and correspondence covering a wide variety of technology information services, strategic planning and telecommunications matters; write and design Technology Information Services manuals and other printed matter as required.

Perform related duties as assigned.

**QUALIFICATION**

**Knowledge of:**

- Problem solving skill
- Methodologies for managing technical change on a proactive basis
- Network operating systems, network security principles including firewall systems, intrusion detection systems, and enterprise network monitoring
- Protection and containment procedures of delivery systems and network supporting systems, Principles and practices of modem information support and telecommunication
- Telecommunications network design
- Emerging trends in networking and computer technology as they apply to educational technology and its application in office automation
- Principles and practices of management, supervision, and training Evaluation approaches, strategies and techniques
- Budget preparation and control Record-keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Effective oral and written communication skills
- District organization, operations, policies and objectives

**Ability to:**

- Interpret and apply laws, rules and standards
- Supervise and evaluate the performance of assigned staff
- Analyze and resolve critical issues with significant organizational impact
- Work tactfully and effectively with administrators, employees and the public
- Communicate clearly and effectively both orally and in writing
- Operate a computer and related software
- Use commonly available office automation tools, such as spreadsheets, databases, word processing, presentation, communications and mainframe access
- Provide technical information and assistance to others concerning the feasibility, acquisition, implementation and maintenance of information and telecommunications systems and services
- Establish and maintain cooperative and effective working relationships with others
- Work independently on complex assignments with little direction
- Plan and organize work
- Maintain records and prepare reports

**Education and Experience:**

Any combination equivalent to:

- Bachelor of Science degree in information systems, computer science or other related field
- Five (5) years increasingly responsible supervisory experience in information systems, services and support, preferably in an educational environment, including recent experience in information systems, telecommunications, network planning and implementation, applications and end-user support
- Experience with State Attendance Accounting System (SASI) is preferred

**Licenses and Certificates:**

- Possession of a valid California driver's license
- Technology and management certifications is preferred
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

**Physical Demands:**

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for prolonged periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

**SALARY PLACEMENT**

Management Team Salary Schedule

Tier 6, Range 02

12-month work year

Management re-alignment effective 03/01/19

Personnel Sub: 06/19/15

Board Approval: 07/14/15

Revised: 01/14/02

06-/01/15

06/08/21