

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
EXECUTIVE DIRECTOR OF INFORMATION TECHNOLOGY**

DEFINITION:

Under the direction of the Assistant Superintendent, Administrative Services, the Director plans, develops and manages data processing and information technology systems critical to the administrative and instructional missions of the Tehama County Department of Education (TCDE). The Director gives advisory, coordination, and operational support to instructional, financial, and student applications and promoted mutually profitable working relationships among TCDE's community of information technology users.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

- Provide expert advice about information technologies and related strategies to the Superintendent and Cabinet, including goal setting, budgeting, planning and implementation of specific projects.
- Assemble agendas and convene district and TCDE customer meetings to consider information technology needs of TCDE in general and its constituents and departments.
- Administer contracts for information technology systems equipment and services. Directly responsible for communication with contracted agencies or vendors in order to ensure updated system usage and plan for future enhancements.
- Propose and administer a budget that includes all information systems staff, services and equipment to provide services to TCDE, its districts or to other agencies under contract.
- Increase networks of educators, other public officials and businesses to produce information technology benefits for the Tehama County education community, including:
  - Up-to-date knowledge about information technology developments.
  - Enhanced learning and teaching opportunities, and reduced costs by shared services and increased productivity.
- Assist TCDE departments and other local education agencies to plan, coordinate and implement information system strategies and services for all customers.
- Supervise information technology technical training programs for TCDE and constituent agencies.
- Supervise and coordinate staff work schedules including Help Desk, Network Analysts, and Interns.

## **Job Description – Executive Director of Information Technology**

- Assist other departments and schools to procure information technology systems that are useful, efficient, compatible and consistent with the information technology goals of TCDE.
- Perform system research, analysis, design, testing, implementation and operation of Local Area Networks (LAN) and Wide Area Networks (WAN).
- Provide hands-on installation, operation and maintenance of network servers, routers, workstations and other hardware/software including telecommunication systems.
- Develop and implement network and systems security including backup and restoration of data, passwords, SPAM control, and Internet filtering and virus protection.
- Track all TCDE hardware, software and peripherals, and oversee maintenance of all such equipment while adhering to the obsolescence plans of TCDE.
- Ensure that operations, service management, customer service, future capacity planning, and state and federal funding programs are leveraged.
- Serve as consultant or participate in interagency network groups to assure that TCDE and its constituent school districts have the best possible coordination in the collective systems and act as a central point of contact for county, state and vendor partners.
- Manage contracted services including: Wide Area Network services, desktop management, hardware and software installation (Curriculum and Office system software).

### QUALIFICATIONS:

#### Knowledge of:

- Standard computer workstation productivity application software, preferable Microsoft Office.
- Principles of teaching and learning in work situations, including most effective methods, evaluation.
- Evolution and new developments in office productivity software.
- Current technology trends in Pre K-12 systems and environment.
- Budget preparation and fiscal management, and operational procedures for information technology department operations.
- Local and Wide Area Network operations and network security practices.
- Current trends in technology for systems and networks.
- Organizational structure, workflow, and operating procedures in the K-12 environment.
- Experience with federal and statewide technology discount programs such as E-rate and California Teleconnect Fund.

## **Job Description – Executive Director of Information Technology**

- Strategies to plan, organize and direct technology services and training.

### Ability to:

- Understand application problems and be able to communicate, in an easy-to-understand and non-technical manner.
- Advise TCDE on training requirements, approaches and provide recommendations.
- Build and maintain credibility with office staff, districts, and constituents.
- Build technology department technical resources and ensure a customer service oriented environment.

### EDUCATION AND EXPERIENCE:

#### Any combination equivalent to:

- Bachelor's Degree in computer science, business administration or related area and five years increasingly responsible experience in computer operations, LAN/WAN network installation and design, or application system development and design.
- The equivalent combination of experience and education that demonstrates the knowledge and skills to perform the duties of the position. Increasingly responsible experience in computer operation, LAN/WAN network installation and design or application system development and design with at least five years at a management level in a complex computerized environment.

### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Approved: DATE