DIRECTOR OF TECHNOLOGY

Competitive
Adopted 6/13/16

DISTINGUISHING FEATURES OF THE CLASS

This is an administrative and technical position responsible for planning, directing and supervising the development, support and operation of technology services in a school district. Responsibilities include the management and oversight of technology assets such as computer systems, voice and data communication networks, software and peripheral devices. Other technology and electronic systems may be included. The incumbent is expected to exercise considerable initiative and independent judgment in implementing and maintaining functional, efficient and cost effective technology solutions that support the educational and administrative goals of the organization. This position is expected to have considerable knowledge in the use and capabilities of computer hardware, applications and network computing technologies in an educational environment. Support of both educational and business information technology utilizing industry and regional standards is required. Research and providing recommendations for emerging technologies is expected. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

Manages and supervises a technology department including computing and communications systems and networks, multimedia, electronic conferencing and peripheral devices as necessary.

Establishes production procedures, routines and controls to insure availability of all technology resources as needed.

Researches, recommends, procures and implements new technologies in conjunction with the vision and expectation of the organization.

Acts as liaison between organization and technology providers/vendors in both procurement and problem resolution.

Supervises subordinate staff.

May act as project manager for the procurement and installation of technology projects.

Hires or makes recommendations, provides direction, training and assistance to maintain operational effectiveness of department.

Represents the organization or department in any administrative capacity as designated or required.

Assists in preparation of departmental budget based on organizational requirements.

Defines current and anticipated resources based on organizational expectations, initiatives and departmental objectives.

Coordinates communications and technology resources in conjunction with local and state agencies, schools and colleges to develop opportunities to share and enhance instructional initiatives.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of Information Technology systems and software including: computer servers, local and wide area networks, communication equipment for voice and data, centralized hosted services, web access, and information management.

Thorough knowledge of computer technologies, network communications equipment, software, data management, industry standards and best practices.

Ability to supervise staff, meet deadlines, establish priorities and mitigate support concerns.

Self-motivated and well organized.

Familiar with project management procedures and methodology

Ability to express ideas clearly and concisely with various groups.

Ability to prepare comprehensive and detailed oral or written reports.

Ability to prepare detailed documentation.

Ability to establish and maintain effective and productive working relationships with customers and peers in area of responsibility.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Baccalaureate degree in Computer Science, Information Systems Technology or a closely related field and four (4) years of professional level work experience or its part time equivalent in *Information Systems Technology two (2) years of which must have included direct supervision of technical staff; or,

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Computer Science, Information Systems Technology or a closely related field and six (6) years of professional level work experience or its part time equivalent in *Information Systems technology three (3) years of which must have included direct supervision of technical staff; or,

C. A High School diploma or equivalency and ten (10) years of professional level work experience, or its part time equivalent, in *Information Systems Technology eight (8) years of which must have included direct supervision of technical staff.

*Note: Experience in Information Technology must include management or administrative level experience in directing and planning for a technology support department to include networking, computers, voice, servers, budget and staff.