

Job Description

Job Title: **Strategic Technology Initiatives Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **February 2016**

Job Code: **3042**
 FLSA Status: **Ex-A**
 Pay Range: **L04**
 Work Year: **12 months**

SUMMARY: Responsible for ensuring success with the district’s strategic technology initiatives, and for the overall health of all customer-facing IT work involving client engagement, demand management, project management, and/or business analysis. Strategic technology initiatives typically feature highly visible, complex, long-term projects involving multiple stakeholders, with hard-to-achieve objectives in process improvement, return-on-investment, change management, business transformation, and customer satisfaction. Technology domains covered by such initiatives include enterprise systems, systems integration, and strategic / emerging technologies. Responsible for IT employees involved in project management or client engagement work, and reports to the chief information and technology officer. Some system analysts, business analysts or technology project managers in other support services (outside of IT) may report to this role, in order to ensure standardization and continuous improvement with respect to all technology-related work in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the overall health of key customer relationships and client engagements, and the overall performance of staff in and outside of IT playing roles in business analysis, project management, and client engagement management (including software services administration and management).	D	20%
2. Responsible for ensuring efficiency and effectiveness with respect to capturing and projecting demand across key customer groups; ensuring success with prioritizing that demand in concert with key customers; helping to fulfill that demand with internal and contracted resources in ways that provide the best return-on-investment, while ensuring work-life balance for staff and customers.	D	15%
3. Responsible for codifying and continually improving the best practices in technology-related project and program management across all departments in the district, and ensuring effective performance of project managers, client engagement managers and business analysts against such standards.	W	15%
4. Responsible for delivering on-time and on-budget projects, and holding vendors and contractors accountable for their role in strategic technology initiatives.	W	15%
5. Plays a leading role in helping IT management team set overall district technology strategy, in line with evolving business needs and overall environment.	M	15%
6. Backs up IT management team including CITO, and executive directors in any and all management functions as assigned, and shares in upper management duties as assigned. Additional duties as assigned.	W	20%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in business, education or information technology preferred.
- Minimum ten (10) years of senior systems management and/or project management experience in K-12 enterprise systems projects, with emphasis in process improvement and/or change management.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated history of advanced customer service, communication and interpersonal skills.

- Demonstrated history in technical work involving one or more of the following: systems administration, software development, or systems implementation.
- Advanced knowledge of enterprise resource planning systems, and business process improvement and re-engineering.
- Advanced knowledge of industry best practices relative to IT management including methodologies, frameworks and standards.
- Advanced expertise in IT Project Management and enterprise technology implementation.
- Ability to keep pace with leading-edge trends in IT strategy, architectures, and service models.
- Ability to promote and follow Board of Education policies, Superintendent Policies, School and Department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- General purpose office software, specialized enterprise resource planning applications, cloud services, systems administration, and content management systems.
- Specialized project management systems and software.
- General diagnostic and performance software for voice and data networks.
- Test/diagnostic equipment; network hardware and software sniffers; cable test and injectors; and electronic and network hardware meters.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Information Technology Officer	060301

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in and provides recommendations regarding developing and administering the department budget.
- Responsible for developing and managing budgets for projects and contractors, and coordinating overall budget work in IT with leadership team.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	