

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/15 Effective Date	Assistant Director, Technology Job Title	3.12.7 Index
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1. Primary Function: Plans, directs, and oversees the daily operations of the District's technology activities. Supervises the department's front office and assigned staff, oversees the district intranet. Researches, evaluates, and makes plans for the introduction of new technologies and develops and maintains district and department standards for hardware and software purchasing.

2. Responsible to: Director of Technology & Information Services

3. Assigned Responsibilities:
 - 3.01 Provide direction to department staff to maintain high levels of service for daily operations. Ensure department goals and objectives are met in a timely and cost effective manner and monitor operations to ensure SLA's are met.
 - 3.02 Coordinate purchase of technology equipment and materials to ensure that the technology needs of the district are being met in the most cost effective manner. Oversee technology procurements which may include development of Requests for Proposals, contract negotiation, and contract management.
 - 3.03 Provide leadership analysis and evaluation for the selection, purchase, installation and maintenance of various computer hardware, software, operating systems, monitoring and integration tools.
 - 3.04 Develop and maintain technology-related policies, procedures, and standards for the district. Ensure adherence with the district's Quality Assurance Model and ISO standards; represents the Technology Department on the District's QAM Management Review Team.
 - 3.05 Oversee and provide leadership for the district intranet services on SharePoint.
 - 3.06 Provide supervision to various Technology Department staff which may include technical, front office, and application development staff.
 - 3.07 Provide leadership for special projects, utilizing the planning, controlling and execution phases of project management.
 - 3.08 Build and maintain appropriate relationships with technology vendors.
 - 3.09 Coordinate the data/telecommunications/technology needs for all new construction and building renovations, working closely with the district's Facilities department.
 - 3.10 Provide technical knowledge and expertise in the implementation and use of software and hardware strategies.
 - 3.11 Provide leadership and development of the district's technology planning efforts, including the long-range plan for the use of present and emerging technology, and the annual operational plans for the technology department. Develop goals, objectives and measurements for department operations; reviews and updates annual plans.
 - 3.12 Assist with the development and implementation of the District's technology long- term plan.
 - 3.13 Assist in preparing long and short-range equipment acquisition and replacement plans.
 - 3.14 Coordinates the expansion and improved use of the District's voice/data communications network and computer hardware/software resources.

4. Minimum Qualifications:

- 4.01 Bachelor's degree or equivalent training in computer science or management information systems.
- 4.02 Four years of related technical experience; comprehensive knowledge of information technology systems and software; business process analysis and redesign; experience in enterprise level network and information technology operations.
- 4.03 Two years of recent successful supervisory experience.

5. Work Environment

This position generally works in an office environment with occasional travel to meetings.

6. Physical Requirements

Frequent reaching, handling, fingering, talking and hearing.
Mobility to work in a typical office setting and use standard office equipment.
Stamina to remain seated and maintain concentration for an extended period.
Hearing and speech to communicate in person or over the telephone.
Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching.

7. Salary Level:

Grade 8

8. Evaluation:

Performance of this position will be evaluated according to the District's process for evaluation of Supervisory Classified personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____