BASIC FUNCTION:
Under the direction of the County Superintendent, administer the Information Systems & Technology Division by planning, organizing, directing and reviewing the information technology and infrastructure functions including system software, network security administration, information systems operations, educational support systems, data systems, systems development, telecommunications, and technical support to meet county office and school district technology needs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• Advise County Superintendent of all information systems and technology issues; make recommendations concerning information systems and technology issues and concerns; prepare written recommendations for the County Superintendent and/or Board concerning all relevant responsibilities supported by appropriate rationale, justification, funding requirements and sources of financial support.
• Assume management control and administrative authority as required during emergencies or other circumstances demanding immediate attention and/or informed decision making.
• Consult with subordinate personnel in planning, developing, implementing, coordinating and evaluating county office information systems and technology systems.
• Direct, lead and promote the development and implementation of innovative technology, including but not limited to technology related to educational resources and delivery methods.
• Effectively organize tasks and assignments for timely completion; demonstrate an ability to consistently maintain a satisfactory service levels relative to duties and responsibility.
• Plan, organize, control and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; prioritize department needs, direct projects and establish time lines.
• Prepare and administer department budget; produces budget document as required related to relevant responsibilities; ensure legitimate use of appropriated funds by subordinates in direct area of responsibility to include periodic review of expenditure reports; provide documentation, authorization, and/or authentication of financial and procurement documents as required.
• Provide appropriate levels of attention to requests for information responding in an effective, timely and professional manner; produce quality work, requiring minimal revision.
• Provide input as required to the county office’s decision-making process in the areas of information systems, technology and organizational issues.
• Provide overall direction for the integration of computer systems including servers, desktop computers, networks network devices, data structures and programs into a comprehensive system to meet the county office data processing needs; ensure the security of FCSS data servers and oversees the coordination of computerized data between governmental agencies.
• Refer Board matters, inquiries, comments, concerns or recommendations to the County Superintendent; recommend clarification, revision, deletion and/or addition of policies and regulations as required. Serve as a member of the Superintendent’s Cabinet.
• Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct
identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.

- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned. Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Budget preparation for a technology services department.
- Computer hardware systems and software applications. Data communications in a client/server environment.
- Database structures, on-line applications and capabilities of county office computer systems.
- Network technology in local-area and wide-area networks including principles of internetworking.
- Policies, rules and regulations of the Board of Trustees.
- Principles and practices of administration, supervision and training.
- Principles of router, switch and firewall configuration.
- Principles of software design, production, documentation, and maintenance.
- Principles, methods and procedures of operating computers, networks and peripheral equipment.
- System design principals and application development programming languages used at the county office.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.
ABILITY TO:
• Ensure adequate personnel and resource levels to meet county office technology needs.
• Ensure the viability of county office hardware and software through the establishment of standards for the purchase and disposition of computer related items.
• Ensure proper installation of software, development of databases and maintenance of system servers.
• Meet schedules and timelines.
• Plan and organize work.
• Analyze and evaluate situations accurately and adopt an effective course of action.
• Communicate effectively both orally and in writing.
• Drive a vehicle to conduct work.
• Ensure proper and timely resolution of issues, concerns and conflicts.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
• Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
• Supervise, train, guide and evaluate the performance of assigned personnel.
• Work confidentially and with discretion.
• Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
• Bachelor’s degree in Computer Science, Information Systems or related field.
• Master’s degree preferred.

EXPERIENCE:
• Six years administrative experience working with large-scale network and information systems operation.

LICENSURE AND OTHER REQUIREMENTS:
• Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
• Drive a vehicle to conduct work, using own transportation.
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Revised: July 1, 2018