

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, TECHNOLOGY – BUSINESS INFORMATION SYSTEMS

DEFINITION

Under the direction of the Associate Superintendent of Business, plan, organize, control and direct Business Information Technology operations and activities including the development, implementation, operation, analysis and support of the county-wide integrated business information systems and related hardware, software, databases and applications; plan and direct special projects and day-to-day operations for individual districts as well as internal COE needs; provide leadership and guidance to districts and the county office divisions to resolve complex application business issues.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, control and direct Business Information Technology operations and activities including the planning, development, implementation, operation, analysis and support of the county-wide integrated business information systems including, but not limited to, accounts payable, accounts receivable, budget development, fixed assets, general ledger, human resources, purchasing, payroll, position control, and stores systems and related hardware, software, databases and applications; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Plan, organize, control and direct Business Information Technology functions to facilitate and enhance the collection, management, reporting and distribution of computerized data used for analysis; direct the programming, design development, upgrading, testing, debugging and implementation of new and existing systems, software, databases and applications.

Maintain current knowledge of laws, codes, regulations, policies procedures and pending legislation related to educational technology and business operations; modify programs and services to assure compliance with standards and requirements as needed

Review, analyze and identify County Office and school district business information systems needs including system and equipment acquisition and replacement requirements; direct and participate in the analysis, selection and implementation of new business information systems; estimate time, personnel and resource requirements and costs for department operations and projects; monitor progress of projects; inspect completed projects for accuracy, completeness and compliance with established specifications and requirements.

Plan, organize, control and direct user support and related help desk functions for County Office and school district personnel; direct technical assistance services concerning the operation of business information systems and related software; ensure users of the system are provided with appropriate training and best-practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Develop and prepare the annual preliminary budget for Business Information Technology; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; initiate and sign off on purchase requests as appropriate.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate work assignments and review work to ensure compliance with established standards, requirements, procedures and timelines.

Understand, analyze and implement multiple levels of security required in a complex business information systems environment. Ensure data integrity and proper security of transmitted data.

Develop and direct calendar and fiscal year end projects. Develop and implement time lines and priorities to meet County Office and school district deadlines. Communicate with multiple levels of staff at districts clearly and professionally to ensure smooth and efficient completion of county and district activities.

Provide technical information and assistance to the Associate Superintendent of Business regarding business information technology activities, needs and issues.

Provide leadership and guidance on all aspects of human resources, payroll and retirement reporting requirements for internal and school district staff; apply sound governmental budget accounting principles as it relates to school finance; resolve high level, complex problems in accordance with the California Education Code, Federal State and local codes and regulation and internal policy and procedures of the County Office.

Direct department activities, projects, communications and information between administrators, staff, vendors, service providers, contractors, system users and various outside agencies; direct activities, personnel and projects to assure proper and timely resolution of system issues, problems, malfunctions and conflicts.

Participate in state level business leadership and planning committees and organizations; provide business and technical expertise to business information systems software provider.

Prepare and maintain documentation that illustrates and describes the county-wide business information systems logical layout, maintenance contacts and other essential documentation.

Research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance County Office and school district operations and meet technology needs; select hardware and software for purchase and provide recommendations concerning major technology purchases.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Planning, organization and direction of Business Information Technology operations and activities including the planning, development, design, installation, operation, analysis, maintenance of an integrated business information system and related software, databases and applications.

Knowledge of (Continued):

In-depth understanding of the principles and practices of multiple divisions of school districts in regards to business information needs and integration requirements, including human resources, budget, payroll, benefits and finance.

Principles, practices and methods of database structure, computer programming and system analysis, design and modification of business information systems in a California County Office/K-12 environment.

The computer systems, hardware, software, databases and applications utilized by the County Office and local school districts including SQL in a windows environment; knowledge of HP3000 operations, MPEX and Image/SQL database structure highly desired.

Computerized data collection, management and distribution requirements for analysis and reporting functions.

Principles and practices of personnel management including supervision, training and performance evaluation.

School district and County Office organization, operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Budget preparation and control.

Oral and written communication skills.

Skill and Ability to:

Plan, organize, control and direct Business Information Technology operations and activities including the planning, development, design, installation, operation, analysis and maintenance of computer software, databases and applications.

Understand the critical role of an integrated business information system to the educational mission of the county office, as well as administrative computing needs, and effectively apply this understanding to the design and implementation of business information technology to serve these communities.

Coordinate and direct projects, personnel, communications, support services and information to meet County Office and school district business information technology needs for human resources, payroll, budget and finance; work collaboratively with other teams to ensure objectives are met.

Communicate effectively both orally and in writing with a large variety of stakeholders, including county office, district and external individuals and organizations.

Develop and administer a departmental budget.

Provide leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Skill and Ability to (Continued):

Supervise and evaluate the performance of assigned personnel.

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions and implement an effective course of action.

Monitor, analyze, identify and adjust activities and systems in response to technology needs.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Work independently with little direction.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Completion of four years of college with a degree in Information Technology, Business Information Systems, Computer Science or a related field. A Master's degree is desirable.

Experience:

Six years of increasingly responsible experience managing business information technology systems, including at least two years of supervisory experience.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License.

SPECIAL REQUIREMENTS

The physical demands described here 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. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, crouch, stoop, squat and travel to different sites and locations.

Approval Date: June 19, 2012