



EXECUTIVE DIRECTOR, INFORMATION TECHNOLOGY SERVICES (ITS)

QUALIFICATIONS

- Bachelor's or master's degree in computer science, technology or related field is required
- Ten or more years of experience in Management Information Systems (MIS)
- Three or more years of supervisory experience in MIS, information services or technology services

REPORTS TO

Chief Operations Officer

SUPERVISES

Information Technology Services Staff

JOB GOAL

To ensure the effective, efficient and safe operation of the district utilizing appropriate information and technology tools/resources.

ESSENTIAL FUNCTIONS

- Provides senior leadership in all aspects of the district's information and technology services
- Oversees the districtwide data network and information technology security
- Manages the ITS staff to ensure effective and efficient daily operations
- Formulates short- and long-range plans and determines the necessary resources to accomplish the identified goals and objectives
- Gathers, analyzes and shares data regarding technology use throughout the district
- Coordinates the integration of data and information systems and serves as the catalyst for new systems development
- Establishes, implements and maintains operating procedures, management reporting, standard work processing, maintenance schedules, backup procedures and related functions
- Establishes operating standards and controls for the Information Services Department
- Develops project schedules and budgets, plans and estimates staffing and other resource requirements
- Performs other related duties as requested or assigned
- Takes appropriate action to mitigate viruses, malware, spam or other network-related dangers

- Manages information technology functions in accordance with National Institute of Standards and Technology (NIST) Cybersecurity Framework

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification: Executive Director, Information Technology Services
Scale: Administrative Salary Scale
Grade: M
Days Employed: 246 per school year
Range: \$87,200.00 - \$120,000.00
Overtime: Exempt

MSIS Code: 511017 (Director - Data Processing)