

DIRECTOR OF TECHNOLOGY
(Eastchester #1)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent for Business; the incumbent of this position is responsible for the strategic planning, development and management of automated information and communications systems and various technologies or enhancements to existing technologies used in the Eastchester #1 School District. These technologies include but are not limited to the District's computer systems, security cameras, public address systems, automated card and debit card systems, TV video systems, data warehousing, video conferencing, telephone systems, etc. The incumbent is responsible for the strategic planning, research, development and implementation of various technologies to meet District needs and develops written proposals for the Superintendent of Schools as well as the Board of Education regarding such matters. In addition, the incumbent oversees the District's Adult Education Program including contracting with vendors, program publicity, and registration. Supervision is exercised over the District's technical staff as well as clerical support involved with the Adult Education Program. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the strategic planning, development and management of automated information and communications systems and technologies, as well as enhancements to existing automated systems on a District wide basis;

Reviews and approves the District wide and departmental information systems portion of the annual budget prior to submission to the Board of Education for approval;

Serves as chief technology advisor to District administration, staff, and Board of Education and manages information and communications technology and prepares written reports or makes oral presentations, as required;

Examines cost/benefit of state of the art technology as viable solutions to identified automated needs, and explores the most economical way for acquiring these services, either by purchase, lease or contracting;

Manages the District's investments in existing information and communication equipment, reviewing efficiency, cost, devaluation and evaluating vendor performance, making recommendations to meet operational needs;

Coordinates the implementation of automated systems including but not limited to the acquisition of hardware and peripheral equipment and the assignment of technical staff to user departments which most effectively utilize available resources;

Researches, analyzes and communicates new concepts, ideas and techniques in information systems and data processing;

Responsible for installment and maintenance of District wide security camera systems, public address systems and telephone systems;

Responsible for the point of sale system for District wide lunch programs;

EXAMPLES OF WORK (Illustrative Only) (continued)

Acts as liaison with the cable television system;

Directs and coordinates the day to day operation of the Department of Information Technology;

Oversees the District's Adult Education Program including setting up the program, obtaining vendors, handling registration and setting up of classes and program publicity;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of state of the art information and communications technology and concepts (i.e. enterprise wide networking, distributed systems, relational database technology, open systems, LAN/WAN, personal computing applications, desktop computing and telecommunications); thorough knowledge of organizational management, public and business administration and budgeting; thorough knowledge of the principles and methods of project management and contract management; thorough knowledge of sound financial and business practices as it relates to equipment and service acquisition, budgeting, funding, billing and cost containment; ability to plan, organize and supervise the work of a diverse and highly technical staff to meet organization-wide and departmental user needs for a wide variety of information and telecommunications needs; ability to work effectively with elected officials, district administration, administrative and technical staff; ability to present ideas clearly and concisely, both orally and in writing; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound judgment; strong leadership; innovative; flexible; resourceful; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of work experience where the primary function of the position was providing technical support in information systems management to an organization, either as an employee at a supervisory level or as a consultant; or (b) a Bachelor's Degree* in Business Administration, Public Administration, Computer Technology, Information Systems or closely related field and four years of work experience as described in (a) above; or (c) a Master's Degree* in Business Administration, Public Administration, Computer Technology, Information Systems or closely related field and three years of work experience as described in (a) above; or (d) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.