

DIRECTOR – INFORMATION SERVICES

DEFINITION

Under administrative direction, plans, organizes, and administers District data processing, including systems, programming, and operation; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Attendance at evening meetings and travel to meetings and hearings in and out of the District is required of the incumbent. Position is exempt from overtime compensation.

EXAMPLES OF DUTIES

Evaluates new technical developments within District plans and objectives. *E*

Projects data processing resource requirements including equipment, personnel, housing, and costs in coordination with planning and budgeting cycle of the District. *E*

Develops long- and short-range operations and systems plans for District and Information Services Department; proposes new data processing applications. *E*

Selects new hardware and software systems; evaluates new hardware and software and assesses possible use in the District. *E*

Develops policies, procedures, and standards. *E*

Reviews requests for new/additional data processing identifying impact on current and planned resources, determining feasibility, and costs. *E*

Develops and monitors department budget; determines and orders supplies and equipment. *E*

Supervises, monitors, and evaluates employee performance; obtains and provides training/assistance for employees; assigns work to subordinates. *E*

Directs development of District word processing data processing applications, and systems; analyzes systems and determines appropriate improvements. *E*

Allocates equipment, facilities, and supplies to projects. *E*

Establishes production calendar for operations. *E*

Meets with users to discuss services provided, new applications, improvements, and complaints. *E*

EXAMPLES OF DUTIES (cont.)

Reviews and approves new system proposals and new or revised programs. *E*

Reports progress of data processing effort to management. *E*

Develops proposed new and revised policies and regulations regarding data processing. *E*

Participates in negotiation of service agreements with agencies obtaining data processing services from the District. *E*

Administers completed agreements. *E*

Plans data processing educational programs for management, employees, and high school programs. *E*

Attends meetings of the Board to present background and recommendations as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Characteristics and capabilities of modern electronic data processing equipment, software, and telecommunication techniques;
2. Principles of organization and management;
3. Principles, practices, and methods used in systems analysis, design, and programming;
4. Methods of cost analysis;
5. Work scheduling methods;
6. Business math;
7. General principles of supervision and training; and
8. Appropriate safety precautions and procedures.

Ability to:

1. Plan, direct, and administer an integrated data processing program and multiple projects of a complex and technical nature;
2. Analyze problems, develop sound problem-solving models, and arrive at sound solutions to problems;
3. Supervise, train, and evaluate personnel;
4. Apply new developments and procedures in computer and word processing methodology and technology to solve difficult technical problems in the development of major data processing programs and systems;
5. Prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence;
6. Make effective oral report presentations;
7. Read and understand technical manuals, legal codes, and administrative policies, reports, and directives;

Ability to: (cont.)

8. Operate a calculator and a computer terminal;
9. Gather, analyze, and evaluate data;
10. Formulate and administer a budget;
11. Operate a vehicle observing legal and defensive driving practices;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE

Responsible administrative experience in data processing including responsibility for developing procedures and applications, preparing specifications, preparing work and production schedules, working successfully with users of data processing services, and supervising the work of personnel and/or subordinate supervisors in operations, systems analysis, design, and programming;

or

A combination of college level education/training related to data processing and management such as data processing operations and programming, management science, basic operations research, and personnel management; responsible experience at a skilled level as a Systems Analyst or Programmer Analyst;

or

Experience as an Information Services Operations Supervisor in Huntington Beach Union High School District may qualify in combination with substantial education in systems analysis, design, and programming.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work; variable hours.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and to conduct training; seeing to read journals and maintain current knowledge of the computer industry.

Revised: 7/81