| **TITLE:** | Director, Applications | **REPORTS TO:** | Chief Information and Technology Officer |
| **DEPARTMENT:** | Information & Technology Support Services | **CLASSIFICATION:** | Classified Management |
| **FLSA:** | Exempt | **SALARY GRADE:** | 036 |
| **ISSUED:** | March 24, 2009 | | |

**BASIC FUNCTION:**

Plan, organize, control and direct the activities related to the District's enterprise resource planning, business intelligence and student information software applications; provide strategic management and direction for information processing and reporting; supervise and evaluate assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

*E* = Essential Functions

Direct and manage the district's enterprise resource planning suite of applications (Oracle PeopleSoft), business intelligence, student information, and legacy systems, including, planning, development, deployment, and support; administer up to date industry standards to support an overall strategy of providing appropriate, accountable, secure and readily available access to district wide systems. *E*

Provide leadership and direction in the implementation and day-to-day functions of business, operational, and student information systems; direct the ongoing function and promotion of data governance for the district and how the systems relate to the collection, accuracy, security, maintenance, and delivery of data. *E*

Provide technical expertise, information and assistance to the Chief Information and Technology Officer regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief Information and Technology Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Participate in the development of specifications and the negotiation, administration, and evaluation of contracts for technology equipment and services; meet with vendor representatives to evaluate products and services and to negotiate the timely and cost effective delivery of services contracted. *E*

Prepare and deliver oral and written presentations and technology services to the Board of Education, central office staff, principals, teachers, parents, and community groups. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Monitor budgets as assigned within the Information Technology and Support Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Supervise and conduct personnel administration duties for direct report subordinates, including hiring

and terminations, evaluating, training, assigning special duties, monitoring attendance and travel reports, an*d* granting leave. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform other duties as assigned.

## EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in computer science, information management, or related field, with an advanced degree/doctorate preferred, and seven years or more progressively responsible experience in the area of technology, education, public, or business administration and management.

## LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

## KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organizational development principles and practices.
Techniques and strategies for enterprise resource planning in a large organization.
District curriculum and school instructional programs.
Principles and techniques of budget preparation and control.
Principles and practices of administration, supervision, business decision-making. and training.
Applicable laws, codes, regulations, policies, and procedures.
Oral and written communication skills including public relations.
Project management, including the development of budgets, timelines, and allocation of staff.
Planning, organization and direction of the Information Technology initiatives, systems and operations.
Systems technology, application design, and systems architecture.
Contemporary information technology systems, applications and operations.
Applicable laws, codes, regulations, policies and procedures including administrative practices and procedures within the district.
Regulations and procedures related to assigned areas of responsibility.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Provide leadership and direction in enterprise resource planning for the district.
Plan and organize programs.
Provide leadership, prioritize projects, and meet time lines.
Analyze situations accurately, adopt an effective course of action and be responsible for those actions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Supervise and evaluate the performance of assigned staff.
Manage internal staff and external consultant and contract staff in a team environment.
Negotiate with external vendors, contract staff, and other district departments.
Assess user needs for enterprise systems, and identify appropriate technologies.
Analyze business processes and determine appropriate technology to increase efficiencies.

Analyze and evaluate data on a wide variety of subjects, such as human resources, government accounting, data warehousing, and student information.

Maintain current knowledge of applicable provisions of federal, State and District laws, rules and regulations.

Establish and maintain cooperative and effective working relationships with others.

Manage expenditures within an established budget.

Prepare comprehensive narrative and statistical reports.

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

Operate a computer and assigned office equipment.

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1256
Issued:  3.24.09
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