

CHIEF INFORMATION OFFICER	Class Codes	Unit
DEPUTY CHIEF INFORMATION OFFICER	1918	Sr. Mgmt.
	1919	VE

DEFINITION

Acts as the executive responsible for the District's information services function by conceptualizing, planning, and managing long term initiatives and endeavors; and directing the development and maintenance of systems, operations, and hardware. A Deputy Chief Information Officer assists in the management of the Information Technology Division and acts for the Chief Information Officer as required.

TYPICAL DUTIES

Provides strategic leadership in anticipating and developing appropriate and innovative responses to future needs and challenges regarding the District's information technology program. Provides assistance to Instructional Superintendents and staff in meeting their information needs. Works closely with the Board of Education, Superintendent, Instructional Superintendents and field personnel to understand their information needs and develop strategies to meet those needs. Plans, directs, and manages the activities of the information technology function through subordinate executives, administrators, and managers engaged in:

- Developing, testing, monitoring, and maintaining, computer systems related to attendance, enrollment, contracts, budget, business, financial, and other applications

- Development of standards for and documentation of District-developed or modified computer systems

- Support and training in the use of computer systems such as Student Information Systems, Enterprise Reporting Programs (Finance/ Accounting, HR, Procurement, Facilities) and various office applications endorsed by the Division

- Planning, organizing, directing, and coordinating, activities related to telecommunications; computer network; and computer, electronics, and office machine repair.

Leads the Project Management Office (PMO) that establishes project management practices, processes, fundamentals, and IT program executive governance.

Develops and updates the District's Information Technology Plan providing a framework for application development, standardization, prioritization of projects, purchasing guidelines, and the use of technology in the classroom.

Develops and manages the annual operating and capital information service budgets and reviews continuously for cost cutting and avoidance opportunities.

Provides District-wide direction in the development and enforcement of Information Technology policies, standards, practices, and security measures.

Plans, manages, and controls staffing requirements.

Ensures the development, success, and accountability of all internal and external staff.

Maintains knowledge of developments in the area of systems and technology to assure the new developments are considered and incorporated into future systems where applicable.

Remains appraised of the progress on all major projects, paying particular attention to any developing problems and participating in the timely problem resolution and communicates to senior management any significant developments or deviations from the plan.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function. A Deputy Chief Information Officer assists in the management of the Information Technology Division and acts for the Chief Information Officer as required.

A Senior ERP Director, Business Systems directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system.

A Senior Director, Information Technology is the administrative head of a group of branches or units within the Information Technology Division.

SUPERVISION

Administrative direction is received from the Superintendent. The Deputy CIO will receive direction from the Chief Information Officer. Administrative direction is given to lower-level information services administrators and managers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, systems analysis, budgeting, and supervision
- Concepts and applications of information and data management
- Principles of contract law, public purchasing, research, and cost analysis
- Principles of public relations
- Collective bargaining law, labor agreements in the District, and merit-system personnel administration
- Principles of training, employee evaluation, and employee relations
- Administrative organization of the District

Ability to:

- Recognize future avenues of information service development and conceptualize appropriate plans and responses
- Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions
- Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
- Coordinate personnel management activities and resolve immediate and long-range problems
- Develop and execute organizational strategies
- Identify internal and external resources to maximize business efficiency
- Communicate clearly and effectively both orally and in writing
- Conduct meetings utilizing consensus building techniques, and make effective presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree. A Masters Degree in Business Administration, Public Administration, Engineering, Computer Science, or other related field is highly preferable.

Experience:

** years of executive or management experience that included responsibility for the design and/or operation of a large, complex information technology division in the private and/or public sector.

** Six - Deputy Chief Information Officer

** Eight - Chief Information Officer

Special:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

1. Chief Information Officer is a Senior Management classification.
2. Exempt from FLSA.
3. Employees in these classes are subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
12-22-14
PJO