

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: ADMINISTRATOR, INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Reporting to the Assistant Superintendent, Administrative Services, this position administers the Information Technology (IT) Services of the Office of the County Superintendent of Schools; serves as senior technical consultant in the field of data processing and computer services to school districts and County Office staff.

REPRESENTATIVE DUTIES:

1. Act as consultant in management systems analysis, design, and policy development for the County Office staff and school districts within Santa Barbara County; Advises the County Superintendent and Assistant Superintendent on data processing matters.
2. Develop, implement and evaluate short and long-range plans for computer services; plan, organize and schedule the work of the IT Services staff.
3. Select, train, supervise and evaluate assigned personnel, providing leadership and coordination for the staff of the department.
4. Write and evaluate proposals and specifications for hardware and software selection; write and review data processing systems specifications, procedures and standards.
5. Responsible for development and/or maintenance of documentation of all aspects of systems and procedures.
6. Maintain liaison with data processing vendors' management.
7. Prepare and monitor the IT Services annual budget and financial transaction documents.
8. Write and present reports, contracts and other documents.
9. Perform reviews of existing and new proposals for the data processing services including but not limited to the use of microcomputers, with a view to management needs, efficiency, and cost effectiveness.
10. On request, represent the Office of the County Superintendent of Schools at meetings of technical and education related groups and organizations.

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11. Develop and maintain knowledge of computer-related instructional services and activities of the County Superintendent of Schools; serve as technical consultant with respect to future planning for instruction-related computer services.
12. Maintain working relationships with the Office of the County Superintendent of Schools' program staff and, when requested, assist staff in evaluating proposals of requests for computerization of program operations and related services including microcomputer applications.
13. Perform other related senior administrative duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, training, and supervision

Principles and practices of data processing management and electronic data processing, microcomputers, networking and data communications.

COBOL programming language, systems and programming practices, design, procedures, standards, management systems analysis, budget development and technical staff supervision.

Reading, writing and oral communication skills

Organization, policies, practices and operation of SBCEO

Problem-solving techniques

Principles and practices of fiscal management

Modern office practices, procedures and equipment

ABILITY TO:

Research complex problems, reach logical conclusions, make high-quality decisions and set priorities.

Administer and effectively direct the work of others

Communicate effectively through speech and writing

Plan and organize work; meet schedules and timelines

Maintain records and prepare reports and other documents

Work confidentially with discretion

Develop internal controls as needed

Administer department budget

Serve as policy consultant to Assistant Superintendent Administrative Services and Superintendent

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's Degree in Business Administration, Accounting or Finance, with emphasis on Information Technology Services; five years of progressively responsible related experience including three years of management experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class are required to possess a valid California driver's license and insurance coverage as required by the Office of the County Superintendent of Schools.

WORKING CONDITIONS:

Data processing environment, subject to noise; subject to driving to a variety of locations to conduct work.

APPROVED BY THE PERSONNEL COMMISSION: October 28, 1987

REVISIONS APPROVED BY PERSONNEL COMMISSION: October 23, 2003

REVISIONS APPROVED BY PERSONNEL COMMISSION: March 26, 2009