

Minidoka County Joint School District #331

Class Title: IT Director

FLSA Designation: Salaried

Class Primary Summary: The IT Director directs, plans, and manages internal operations. Directs and coordinates information systems and telecommunication services to schools and departments. Provides highly technical and responsible staff assistance, promotes and organizes technical strategies, manages special projects, serves as department head in the absence of the IT Supervisor, and performs all other related duties.

Acceptable Qualifications:

- Associate's Degree ~~required~~ preferred;
- Five Years information systems experience preferred;
- SQL and web design experience;
- Valid Idaho drivers license;

Knowledge of:

- Implementation, operation, management, and maintenance of computer information systems, networks, systems design, hardware, and software to support the operations of a K-12 school district;
- Implementation, operation, management, and maintenance of telecommunications systems;
- Computer installation, repair, maintenance, and troubleshooting skills;
- Employee recruitment, supervisory, training, and evaluation methods and techniques;
- Budget implementation and management principles and procedures;
- District operations and support functions;
- District computer and network interface and security requirements;
- Principles and practices of data security management;
- Programming language and available software packages relevant to District operations;
- Installation, maintenance and repair of operating systems, networks and programs on personal computers;
- District policy and procedures for equipment use and operation;
- District bidding and purchasing regulations and procedures;
- Customer service principles.

Ability to:

- Interpret and apply complex technical information;
- Plan and implement large computer related projects;
- Prepare technical reports;
- Analyze computer systems, identify problems and develop logical conclusions and effective solutions;
- Develop and recommend cost effective technical system improvements;
- Identify causes of system failures and malfunctions;
- Install computer operating programs;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Operate and demonstrate proficiency with computers (servers, desktops, notebooks, and palmtops), data networking systems, communications equipment, communication networks and organizations;
- Operate application delivery software, and various specialized application software;
- Communicate and work effectively with users, district administrators, vendors and consultants;
- Meet project schedules and timelines;
- Respond to user requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain confidentiality;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the position.

Reports to: Superintendent or Designee

Essential Duties and Responsibilities (may vary by assignment):

- Participates in forecasting trends and long-term planning for the district;
- Evaluates new technology and recommends changes and upgrades;
- Recommends new or revised standards, procedures and policies; and uses specialized techniques in the analysis of collected data;
- Develops, organizes, supervises and assesses training programs on new and revised systems, procedures and applications; and responds to user needs.
- Analyzes, researches, organizes and supervises technology related projects as assigned;
- Identifies needs and purchases computer, telecommunications, and print shop and copy-related equipment and software;
- Monitors the Technology Department's annual budget;
- Writes and administers grants;
- Assists in the development of policies and procedures on purchasing, operating, and security of the District operating systems;
- Provides technical advice, support and training to other District departments and employees;
- Assists in the development of policies and procedures on purchasing, operating and security of the District's operating systems;
- Coordinates with District staff to meet end-user needs;
- Supervises and evaluates the IT Supervisor;
- Represents the District to vendors, outside contractors, and consultants, including contract negotiation and administration;
- Reviews specifications and bids for system additions and upgrades;
- Provides assistance to users requiring uploads and downloads for specific reports;
- Provides in-service training on computer systems and applications;
- Troubleshoots hardware and software problems for administration and computer labs;
- Performs all work duties and activities in accordance with District policies, procedures and safety practices.

Other Related Duties:

- On call to respond to emergency situations;
- Performs other duties as assigned.

Essential Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; comprehend written work instructions, view computer screens for extended periods of time, prepare and review documents, comprehend wiring diagrams, blueprints, and technical documents and organize documents and materials; perform repetitive motions, to operate a computer and office equipment, operate a motor vehicle, and to operate a variety of power and hand tools and to make adjustments to equipment; lift or move objects that weigh up to 50 lbs. regularly and occasionally lift/move objects up to 100 lbs.; and to work in an office environment. Jobs in this class require performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Related job tasks may require climbing, stooping, kneeling, crouching, working on ladders, reaching, pushing, pulling, lifting, fingering, and grasping, and working in small or confined spaces.

All classified employees of the Minidoka County School District #331, including employees in this position, are "at will" employees. The job description/classification specification does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the position change. All employees may be required to perform such other duties as may be requested by their supervisor, department manager or other District official.

Approved by the Board of Education: 11/16/09

Revised: _____