DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: IT Operations Coordinator

BASIC FUNCTION:

Under the direction of the Director of Technology, plan, organize, control and direct the activities related to the District's enterprise, administrative, business and instructional support systems including the District's student information software and data management applications. Provide strategic leadership and direction for information processing and reporting; lead assigned personnel.

REPRESENTATIVE DUTIES:

- Direct and manage the district's enterprise suite of applications, business intelligence, student information, and legacy systems, including, planning, development, deployment, and support; administer up to date industry standard 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 Director of Technology regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of Technology of unusual trends or problems and recommend appropriate corrective action. *E*

- Facilitate the computerized collection, management, manipulation and distribution of data used for decision-making and in the daily operation of schools and departments. **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*

- Locate sources of and solve a variety of system problems and malfunctions; participate in program and system development reviews. **E**

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

- Create system and end-user documentation of new and changed applications in accordance with established standards and procedures. **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*

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

- Perform other duties as assigned.

NOTE: This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements. At the end of some of the duty statements, there is an *"E"* which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

 KNOWLEDGE OF:
- Organizational development principles and practices.
- Techniques and strategies for enterprise planning
- District curriculum and school instructional programs.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills
- 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, and practices within the district.
- Interpersonal skills using tact, patience and courtesy.

 ABILITY TO:
- Provide leadership and direction in enterprise 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.
- Work independently with little direction.
- Coordinate 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 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.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.

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, and seven years or more progressively responsible experience in the area of technology, education, public, or business administration and management.

WORKING CONDITIONS:

ENVIRONMENT:
- Office environment, travel between school locations.

PHYSICAL DEMANDS:
- Hearing and speaking to exchange information.
- Seeing to perform assigned duties.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Lifting light objects.

SALARY:

Placement on the Classified Salary Schedule at Range 43.