SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF ENTERPRISE INFORMATION TECHNOLOGY

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:
- Bachelor's Degree from an accredited educational institution; Master's Degree preferred.
- Minimum of eight (8) years' experience in IT operations, including supervising technology teams and overseeing information technology projects.
- Minimum of three (3) years' experience in the education sector, either in K-12 or post-secondary institutions preferred.
- A proven understanding of current and emerging technologies, industry best practices, and the ability to utilize this knowledge to propose strategic and tactical directions for the department.
- Demonstrated ability to manage IT staff, including recruiting, training, and coaching employees, with a proven track record of improving team performance.

KNOWLEDGE, SKILLS AND ABILITIES:
- Knowledge of enterprise system architecture, telecommunications systems, cyber security systems and applications, and technology / network infrastructure planning.
- Knowledge of School Board rules and regulations related to assignments.
- Ability to plan, organize and prioritize assignments.
- Ability to balance several job functions at one time and work under a heavy workload.
- Ability to work cooperatively with other departments and agencies.
- Ability to communicate effectively, both orally and in writing.

REPORTS TO:
> Executive Director of Accountability and Technology

JOB OBJECTIVE:
> To provide leadership and technical expertise in the development and execution of strategic and tactical plans within the Sarasota County Schools organization. To assist the District, Administration, and Schools in providing the best Enterprise Information Technology available. To lead by example in all interpersonal and performance aspects of this key role.

SUPERVISES:
> Manager School Support Services
> Manager Infrastructure and System Administration
> Manager Network and Telecommunications Services
> Manager Compliance and Project Management

PERFORMANCE RESPONSIBILITIES:
- Provide the necessary data and communications for District, Department and Schools.
- Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the Districts information systems.
- Communicate effectively orally and in writing.
- Collaborate with other departments or divisions.
- Use effective communication strategies to interact with a variety of audiences.
- Direct and coordinate management planning and analyses as related to information needs.
- Evaluate education, managerial, and administrative operating systems and plan and recommend information systems designed to improve the operational efficiency of the school district.

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- Provide a system of reporting specified information needed for instructional, administrative, planning, and public relations purposes.
- Seek and develop grant proposals for additional resources.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide leadership to the District in establishing project priorities for the development, implementation and evaluation of a enterprise solutions related to infrastructure, networks, telecommunications, and cyber security solutions.
- Act as a liaison between School District personnel and consultants on the development of enterprise information technology solutions throughout the District.
- Ensure that data is accessible to managers, principals and other users to support a collaborative planning and decision-making style of leadership.
- Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- Facilitate problem-solving by individuals or groups.
- Set high standards and expectations for self and others.
- Keep abreast of latest developments, changes in requirements, and best practices in assigned area.
- Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility.
- Assist school and District staff in keeping abreast of issues and requirements in assigned area.
- Direct and coordinate the planning, implementation, and evaluation of the Service Delivery function, the Networks & Telecommunications function, the Computing Infrastructure and Operations function, and the Compliance & Project Management Office functions for the School District.
- Develop an enterprise information technology plan based on District goals.
- Provide service, support and training to the schools and departments in the areas of technology, including school-related computer applications, and make recommendations for appropriate employment actions.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- Serve on committees, councils, and/or task forces.
- Exhibit support for the District's vision, mission, goals and priorities.
- Serve as a district representative in the community as determined by the Superintendent and members of the Superintendent's Cabinet.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Assist in the preparation of all facets of the departmental budget.
- Direct and oversee the use of technology within the organization to ensure appropriate usage and optimal delivery.
- Provide oversight for office automation and inter-office communications.
- Provide oversight for efficient and secure computer systems and services to meet organizational needs.
- Prepare or supervise the preparation of all required reports and maintain all records.
- Make and share decisions in a timely manner.
- Respond immediately to emergency situations.
- Address personnel problems promptly and directly.
- Address requests for information from schools and departments in a timely manner.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

DIRECTOR OF ENTERPRISE INFORMATION TECHNOLOGY (continued)

TERMS OF EMPLOYMENT:
      Salary and benefits shall be paid consistent with the District's approved compensation plan.
      Length of work year and hours of employment shall be those established by the District.

EVALUATION:
      Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11