DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work that involves responsibility for planning, coordinating, implementing and managing the purchase and installation of personal computers and other state-of-the-art technology within a school district. The work involves assisting district staff in finding technology to assist them in administrative tasks and involves coordinating that technology with the instructional program. General direction is received from an assistant superintendent of business. Supervision is exercised over technical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Organizes and oversees the installation, configuration, and maintenance of the district-wide information system and network including all local area networks (LAN’s), the Wide Area Network (WAN), Internet connections, all central computing systems, servers, applications and all desktop systems and peripherals;
Coordinates and supervises administrative, networking, and consulting personnel in the planning and implementation of projects for central data systems, server systems, networks, LAN’s and personal computers (PC’s);
Coordinates the use of telephone system technology with other information systems and maintains the district’s telephone equipment;
Oversees the installation, configuration and maintenance of voice data and video networks;
Reviews and evaluates trends and advances in technology and makes timely recommendations for change;
Assists in the purchase, installation and configuration of systems and ensures their compatibility;
Oversees the purchase of all hardware used for administrative purposes to ensure standardization;
Develops plans for gradual replacement of hardware as changes in technology warrant;
Develops and oversees data, system, network, and hardware security procedures, including the maintenance of a disaster recovery process;
Monitors the design and implementation of applications systems developed in-house and oversees applications analysis and programming;
Organizes “Help Desk” facilities to assist users in troubleshooting problems with networks, servers, PC’s, software, etc.;
Prepares and monitors the annual budget for the department;
Analyzes bids for technology, and analyzes terms and renewals of maintenance contracts;
Liaisons with BOCES regarding computer systems, administrative applications such as payroll, purchasing, etc., and makes recommendations as to the feasibility of providing applications in house;
Institutes an ongoing schedule of preventative maintenance for the district’s computer information systems;
Oversees the maintenance of the inventory database for hardware and software;
Organizes a program of training for district personnel in the use of hardware and software;
Plans, recruits and hires personnel to maintain and further develop appropriate services and offer quality support to user departments;
Meets with staff and a technology committee to stay abreast of needs;
May train groups of people on the technology;
May manage and/or oversee various work units and services within the district (e.g., central registration, mail service, census, custodial staff, etc.).

(over)
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles, practices, methods and techniques of a distributed network environment; good knowledge of the capabilities, application and operation of a variety of hardware, software and related state-of-the-art technology; good knowledge of the principles and practices of systems analysis; ability to understand and interpret manuals and other technical material pertaining to information systems and networks; ability to formulate, transmit, understand and carry out complex oral and written instructions; ability to plan, organize and supervise the work of employees; ability to train equipment and software users; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, staff and elected officials.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Computer Science, Business Administration, or related; and seven (7) years of professional experience in a network distributed environment, three (3) years of which must have substantially (more than one-third of time) involved administrative and/or management duties.

NOTES:
1. Two (2) additional years of work experience implementing administrative and/or instructional technology projects may be substituted for the specialized bachelor degree* or

2. Fifteen (15) credit hours of computer and/or business administration courses and one additional year of work experience implementing administrative and/or instructional technology projects may be substituted for the specialized bachelor degree*.

*The individual must still have a Bachelor's degree