



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Director, Technology	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Technology Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 52 Range: 85

BASIC FUNCTION:

Plan, organize, control and direct the technology services, processes and activities of the District; serve as a technical resource and coordinate technical support for personnel; assure technology activities are performed in compliance with applicable laws, codes and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize, control and direct technology services, processes and activities including Local Area Network (LAN) and Wide Area Network (WAN) administration, data integrity, website development, public information, instructional technology, State data reporting, and business, student and personnel system administration
- Develop, implement and maintain technology systems and services; assure appropriate equipment, materials, personnel and resources are available to meet technology needs; purchase equipment and materials as needed; assure technology activities are performed in compliance with applicable laws, codes and regulations
- Coordinate, develop and maintain a variety of software and information systems and applications for various departments; develop and maintain technological policies and procedures; develop, maintain and coordinate the installation of LAN, WAN and website systems to assure smooth and efficient information flow
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop training programs for technology personnel
- Serve as a technical resource and coordinate technical support for personnel; respond to inquiries and provide information; communicate with other administrators, personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information

- Provide technical expertise, information and assistance to the administrator regarding technology functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action
- Perform web administration duties including creating and updating web pages, maintaining web sites and assuring proper documentation
- Plan, organize and implement long and short-term technology plans and activities designed to enhance assigned programs and services
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Develop and prepare the annual preliminary budget for the Technology Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of technology services and activities

Installation and maintenance of LAN, WAN and various administrative and educational systems

Network components including bridges, routers, hubs and cabling

Technical aspects of computer training and support

Budget preparation and control

Oral and written communication skills

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

ABILITY TO:

Plan, organize, control and direct technology services and activities

Coordinate, develop, install and maintain a variety of software and information systems and applications for various departments

Supervise the performance of assigned personnel

Serve as a technical resource and coordinate technical support for personnel

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Direct the maintenance of a variety of reports and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or related field and six years increasingly responsible experience in the administration of technology services and activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to view a monitor and read a variety of materials

Sitting for extended periods of time