

## **ASSISTANT DIRECTOR, SYSTEMS & APPLICATIONS**

### **JOB SUMMARY**

Under general direction, plans, coordinates, and manages the programming, analysis, development and operations functions of the Information Systems Department; oversees print shop operations; participates in projects as a leader, advisor, and/or facilitator; acts as liaison with systems and operations users to ensure system effectiveness and communication; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Assists in planning, organizing, coordinating, and managing the programming, operations and/or print shop functions of the Information Systems Department.
- Analyzes, prioritizes, and assigns projects to staff.
- Reviews work schedules and project progress, checks thoroughness of completed project components, and directs adjustments as necessary.
- Supervises and maintains records related to tape library, e-mail server, access security, and other systems.
- Assists with the more technical or difficult systems or applications problems.
- Works with staff in system problem detection and coordinates corrective action.
- Supervises, trains, and evaluates employees; provides technical support to staff members.
- Defines systems and their functional requirements.
- Determines most effective system design considering software capabilities and hardware features.
- Ensures that department policies, standards, and documentation requirements and procedures are observed.
- Coordinates test requirements with the operations or programming areas.
- Establishes timelines and cost estimates for projects.
- Prepares oral and written status reports for district administration.
- Effectively communicates with administrators, staff, and user groups.
- Works cooperatively with district representatives and suppliers to develop, negotiate, acquire, and implement systems or services.
- Acts as liaison with systems and operations users to ensure effectiveness of system and that quality service is provided.
- Investigates potential new applications of information systems in the district; may establish specifications and recommend information and technology products or services.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Graduation from an accredited college with a bachelor's degree, with specialization in computer science, business administration, or a related field, and five years of increasingly responsible experience in computer program management and supervisory duties.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Programming methodologies.
- Systems design techniques.
- Structured programming and applications.
- Web-based application development.
- Production print systems.

#### **Ability to:**

- Analyze and solve technical programming and systems problems.
- Organize and schedule projects to meet deadlines.
- Manage problem areas and implement corrective actions.
- Effectively supervise, train, manage, and evaluate staff.
- Maintain accurate documentation; prepare timely and concise oral and written reports.
- Work cooperatively with systems and operations users and information systems staff.
- Understand the concerns of users related to technical system applications and communicate effectively.
- Establish and maintain effective working relationships with administrators, user department personnel, and vendors.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard market rate.

**WORKING CONDITIONS:** Typical office setting in an information systems environment, including sitting for extended periods of time and walking on uneven surfaces. Occasional bending, lifting, twisting, pushing and carrying objects weighing up to 50 pounds. Work involves attendance at meetings, at which there is a requirement to speak publicly about complex issues, refer to charts, graphs, printouts, etc. typical of professional presentations. Ability to operate office equipment; exchange information; obtain information from computers, journals and printouts. Lift and move objects weighing up to 50 pounds. Drive to district sites in all kinds of weather.