

SAN MATEO COUNTY OFFICE OF
EDUCATION

CLASS TITLE: DIRECTOR, INTEGRATED TECHNOLOGY SUPPORT

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plan, organize, control and direct operations and activities involved in the programming, development, operation, analysis, maintenance and repair of designated County Office and school district computer systems, databases, hardware, software and peripherals; plan, organize, control and direct the data collection, entry and reporting of all information for all County Office student

Plan, organize, control and direct the collection, data entry and reporting of all data for students in County Office Special Education, Court and Community student programs.

Establish and maintain reporting timelines, deadlines and priorities; assure all submissions comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Develop, document and implement data governance and data quality standards, processes and procedures for use by all County Office staff responsible for data entry, processing and reporting.

Coordinate and direct communications to meet County Office needs and assure smooth operation of the Office of Special Education.

standards and requirements as needed.

Oversee the posting of various financial transactions and wire transfers on behalf of the County Superintendent.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning data, data governance and student information reporting best practices, issues, needs and activities; attend and participate in various committees, workshops and conferences.

Attend meetings and training conferences as required.

Maintain professional and technical knowledge by attending courses and system training, reviewing professional publications, and conferring and collaborating with others in the professional community

Assist the Chief Technology Officer in building and implementing department and team's strategic plan.

Assist in the development and the management of the Integrated Technology Services budget.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

Management of operations and activities involved in the program

Interpret, apply and explain laws, codes, regulations, policies and procedures

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

Work independently with little direction.

Plan and organize work.

Communicate effectively orally and in writing.

Establish, model, and maintain cooperative and effective working relationships with others.

Maintain various records related to work performed.

Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in computer science, business administration or related field, and seven years of increasingly responsible experience managing,