

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Human Resources

**TITLE:**                   **DIRECTOR I, INFORMATION TECHNOLOGY**

**QUALIFICATIONS:**

1. Bachelor's degree in related field of study desired
2. Experience with school district business and personnel systems and pupil personnel accounting systems desired
3. Successful experience with direct management of an information technology operation
4. Extensive experience in providing leadership and the development of technology strategies aligned with district goals
5. Managerial experience with extensive responsibility for complex computer systems and software, including mainframe computer operating systems, applications software, telecommunications equipment, etc.
6. Demonstrated ability in supervision of technical and non-technical personnel
7. Demonstrated success working with people at all levels of the organization in establishing goals, objectives, and action plans to produce expected results
8. Ability to gather and evaluate facts and prepare concise reports
9. Ability to develop and implement effective training programs for users of computer services
10. Experience managing in-house and shared or outsources systems, multiple hardware platforms and integrated information and communication systems
11. Experience with the implementation and management of local and wide are computer network environments and enterprise resource planning systems

**REPORTS TO:**           Assistant Superintendent, Business Services

**SUPERVISES:**         Staff as assigned

**FUNCTION:**           To provide vision and leadership for developing, implementing, and managing information technology initiatives and functions

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees, directs, and manages the operations and activities of the District's information technology services; leads strategic, operational, and tactical planning for the development, evaluation, and coordination of District technology systems
2. Manages and directs the implementation of goals, objectives, policies and standards for the Information Technology department
3. Provides technical and administrative expertise in the development and support of computerized technology systems
4. Ensures security and protection of District databases and other computerized records through development of security procedures as well as backup and recovery methods
5. Monitors trends, developments, and best practices in information technologies and evaluates their applicability to District operations
6. Plans, organizes, directs, and evaluates the performance of assigned staff

7. Ensures timely and efficient delivery of Information Technology support services to District
8. Maintains confidentiality of sensitive and privileged information
9. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; management salary schedule, code 5

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable