

Sweetwater Union High School District

ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY-SYSTEMS DEVELOPMENT

Purpose Statement

The job of Assistant Director of Information Technology-Systems Development is done for the purpose/s of creating and managing an effective applications infrastructure to support all applications systems development, integration, and operations of application systems; provides high quality and timely administration of data projects to other District departments and external customers; manages district-wide software development projects; consults with department managers regarding the identification and prioritization of data management and applications development needs; and ensures optimal utilization of personnel and other resources.

Essential Functions

- Manages daily operations of programming unit, provides technical expertise to staff supervised, and resolves problems escalated to the manager level.
- Manages and supervises assigned personnel (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, progressive discipline, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Develops work plans, goals, and objectives, and evaluates project progress in relation to programming unit activities.
- Supports customers of all district-wide application systems used.
- Oversees the management of online information and applications supported by the Information Technology Division.
- Advises and consults with departments regarding the identification of software and information infrastructure problem areas, determines procedural changes and/or application program modifications, and assists with problem resolution.
- Manages, maintains, and monitors project plans, timelines, and testing.
- Conducts research and analysis on the development of work plans for software enhancements and solutions to software deficiencies.
- Writes and modifies existing programs developed either in-house or by software vendors, and documents complex solution programs for application system; debugs programs, develops test data, and verifies output solutions to address user needs.
- Writes and modifies data tables in relational databases utilized by the District to include, but not limited to, mass database table loads and/or extracts.
- Assigns, monitors and prioritizes application programming projects.
- Directs preparation of analyses, plans, and verification procedures for computer applications.
- Analyzes and designs the development of new projects, enhancements, and complicated software solutions.
- Incorporates industry standards, such as SDLC and ITIL, on all projects and tasks.

Other Functions

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple, complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent computer software applications, query and control languages, programming languages, and database systems; planning and organizing tasks and deadlines; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: Must have effective working knowledge of financial/accounting information systems, human resources, and/or student systems computer applications; detailed understanding of the Systems Development Life Cycle (SDLC) and implementation; writing and/or modifying existing programs, documenting solution programs for application systems, debugging program, and

developing test data; analysis, planning, and verification procedures for computer applications; design techniques and protocol in relation to new project development, enhancements, and complicated software solutions; technology project management and implementation; Database Management Systems; supervisory principles, practices, and methods; and computer programming languages.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: effectively use organization and planning skills with attention to detail and follow through; support administrative system users; consult and advise departments regarding problem identification, procedural change, application program modification, and problem resolution; meet deadlines, schedules and target dates; supervise, evaluate, lead and delegate tasks and authority; maintain confidentiality of work related information and materials; and frequently work extended or nonstandard hours.

Working Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job's functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; crouch; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in information technology, computer science, computer information systems, or management information systems. Five (5) years of related work experience in information technology, including three (3) years of direct supervisory work experience. Work experience on student information, human resources, or administrative systems, and/or database management/relational database systems is preferred.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License
Project Management Plan (PMP) Certification preferred

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance.

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

Management Job Description
BOT 7/23/2018

Salary Range 4