

DIRECTOR OF TECHNOLOGY



Department:	Technology
Reports To:	Senior Director of Administrative Services
Group/FLSA Status:	Administrator / Exempt
Revised:	7/15/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Director of Technology (IT) provides leadership for the Technology Department, as well as local and wide area network planning, support, design and maintenance for the Service Cooperative and member districts.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides leadership and management oversight to the Technology Department;
- With supervision from the Senior Director of Administrative Services directs fiscal and hiring operations for the Technology Department;
- Oversees planning, implementation, and enforcement of acceptable security practices for Service Cooperative Wide Area Network and contracted member districts;
- Responsible for research, recommendation, maintenance, and support of networking infrastructure (routers, switches, firewalls, etc.);
- Coordinates continuing education for Technology Department Staff and technology training for Service Cooperative staff;
- Implements appropriate monitoring of Wide Area Network and Local Area Networks for member districts;
- Acts as resource for local district technology coordinators regarding network design and implementation;
- Coordinates long range planning of Service Cooperatives Technology Systems including upkeep and conformance to Technology Plan;
- Coordinates the WAN Superintendents' Advisory Committee activities;
- Represents Service Cooperative on K-12 State Telecommunications Coordinators Group;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Thorough knowledge of the principles and practices of a Director of Technology;
- Thorough knowledge of local and wide area networks;
- Thorough knowledge of network design and infrastructure;
- Thorough knowledge of leadership and management principles;
- Ability to hire and supervise staff effectively;
- Ability to demonstrate confidentiality and function under stressful situations;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures, policies, and/or precedents;
- Ability to read, summarize, and/or compare data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to write reports and correspondence;
- Ability to use modern office equipment and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree and considerable experience in a job-related field OR combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under the supervision of the Senior Director of Administrative Services;
- Responsible for supervision of Technology Department, consisting of a medium group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Considerable business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.