

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Information Services

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Bachelor's Degree with specialization in Information Systems, Business Administration, or a related field.
- Five (5) years of progressively responsible related experience, including at least three (3) years at an intermediate or senior level involving expertise in a computerized environment supporting a diverse management structure.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and/or experience in most of the follow areas desired.
- Knowledge of administrative computer applications as related to department functions.
- Familiarity with PeopleSoft applications, Novell NetWare, HP-UX UNIX, ROLM PBX, Microsoft Windows, Word, Excel, and Access.
- Desirable experience in systems project leader, telecommunications manager, reengineering concepts, client/server processing and local area networks.
- Demonstrated competence in system analysis, design and installation; database/ data base communications management; equipment/software evaluation.

SUPERVISION

REPORTS TO Chief Information Officer
SUPERVISES Assigned Personnel

POSITION GOAL

To develop and organize a database to support management planning and decision making at all levels of the District school system, including both hardware and software considerations and to provide records information upon request and to facilitate forms administration.

PERFORMANCE RESPONSIBILITIES

1. * Evaluate existing and new technology for compatibility, cost effectiveness, functionality in order to provide maximum benefit to the District's automated administrative system.
2. * Develop and manage a cooperative exchange of information with local, state, and federal educational and governmental units to meet reporting requirements and improve the compatibility of the school district's information system with corresponding systems of other units.
3. * Provide a system of reporting, routinely and upon request, which includes specified information needed for instructional, administrative, planning, and public relations purposes.
4. * Provide technical assistance to other departments.
5. * Review compliance to Information Services standards and procedures on a continuous basis and report infractions relating to accuracy and completeness to appropriate departments and agencies.
6. * Develop, with the assistance of a committee appointed by the Superintendent, a system of forms control.
7. * Establish and supervise lawful procedures for collecting, microfilming, and destroying outdated records on district- and schools-levels.
8. * Direct professional development and training of staff.
9. * Develop, recommend, and administer the department budget.
10. * Represent the District on state and national committees related to Information Services.
11. * Direct, develop, and evaluate the performance of subordinates to ensure efficient and effective information services

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including telephone operation, network management, computer operations, systems and programming, control and data entry activities and technical support.

12. * Direct the district-wide FEFP process, including reporting, for current and future years.

13. Perform other duties as assigned by the Chief Information Officer.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

A0-02-B \$96,553 - \$148,109
District Salary Schedule

POSITION CODES

PeopleSoft Position TBD
Personnel Category 02

FLSA

Applicable
 Not applicable

BOARD APPROVED

Previous Board Approval April 9, 1996

Months	12	EEO-5 Line	06
Annual Days	258	Function	7750
Weekly Hours	37.5	Job Code	1422
Annual Hours	1935	Survey Code	77205

ADA Information Provided by Robert Everland III
Position Description Prepared by Robert Everland III

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.