

MANAGEMENT INFORMATION SERVICES DIRECTOR

ORGANIZATIONAL LOCATION: This position is located in the Management Information Services Department under the Assistant Superintendent for Business Services.

REPORTING RELATIONSHIPS: Incumbent reports to and receives direct guidance, supervision, and evaluation from the Assistant Superintendent for Business Services. Incumbent provides direct guidance, supervision, and evaluation to the Manager MIS Client Services, Manager MIS Technical Services, Supervisor MIS Computer Operations, and Secretary for MIS. Incumbent also provides guidance and evaluation to the MIS Computer Operations staff including computer operators, computer repair technicians, and telephone repair technicians.

PURPOSE OF POSITION: The primary responsibilities of this job are to: direct MIS activities, voice and data telecommunications systems, and technical computing functions in support of overall district information resources, needs and objectives; identify long term district-wide information needs and develop overall strategies and long-range planning for systems development and hardware acquisition and integration; organizing and controlling all MIS department functions including budget and operating policies; directing and supervising the activities of MIS personnel in the areas of client services, technical services, and computer operations.

TYPICAL DUTIES:

- Acts as high-level interface with district support functions in determining overall information systems approach.
- Directs the analysis of administrative requirements and evaluates hardware and software technology to determine optimum configurations.
- Organizes department resources to ensure effective implementation and support of approved services and projects.
- Develops annual goals to ensure successful implementation of the MIS strategic long-range plan and develops recommendations for modifications to the plan.
- Directs the development, maintenance and integration of administrative systems within the plan and develops recommendations for modifications to the plan.
- Directs the development, maintenance and integration of administrative systems within the district in accordance with established strategic plans and policy.
- Develops and monitors long-term plans for acquisition and installation of technical computing hardware and software to meet district objectives.
- Directs planning, and develops recommendations, to ensure the availability of necessary resources to satisfy client needs and training requirements.
- Monitors and controls project costs vs. budget and accomplishments vs. schedule.
- Assigns personnel to projects as required and directs their activities.
- Prepares reports on work activity, project status and resource utilization.
- Monitors project progress and keeps Assistant Superintendent of Business Services informed as to current status.
- Works closely with Principals, Department Heads, and MIS related planning committees within the district to ensure coordination of resources and planning.
- Assumes primary and/or backup responsibilities for selected duties of the MIS Service and Support Managers as may become necessary. These duties are indicated in the MIS job description of Manager, Client Services, Manager, Technical Services, and Supervisor, Computer Operations.

- Performs such individual assignments as the Assistant Superintendent of Business Services may direct; establishes and maintains effective work relationships within the department, the District and the community; and maintains the professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.