TITLE: **DIRECTOR IV, DATA SYSTEMS**

QUALIFICATIONS: Required

1.   Extensive experience as computer programmer and involvement in systems study and design
2.   Managerial experience with extensive responsibility for complex computer systems and software, including mainframe computer operating systems, applications software, telecommunications equipment, etc.
3.   Demonstrated ability in supervision of technical and non-technical personnel
4.   Ability to develop and maintain effective working relationships with district and school-level personnel and outside public and private agencies
5.   Ability to gather and evaluate facts and prepare concise reports
6.   Ability to develop and implement effective training programs for users of computer services

Desired

1.   Bachelor's degree in related field of study
2.   Experience with school district business and personnel systems and pupil personnel accounting systems

REPORTS TO: Assistant Superintendent - Administrative Services

SUPERVISES: All personnel assigned to the Department of Data Processing Services

FUNCTION: To coordinate and direct activities of Department of Data Processing Services, providing for efficient processing of information so as to support instructional programs of district

RESPONSIBILITY:	AUTHORITY:
1. Directs Department of Data Processing Services	1. Coordinates, supervises and evaluates personnel assigned to Department of Data Processing Services
2. Provides efficient data processing services to district	2. Organizes and manages procurement, utilization and disposition of district data processing equipment
3. Is responsive to needs of users of district data processing services	3. Provides training and assistance to users of district's central computer center
4. Develops systems analysis and designs studies and writes computer programs	4. Conducts systems and programming activities for district's Department of Data Processing Services

RESPONSIBILITY continued:

5. Maintains awareness of current trends in state-of-the-art data processing techniques and education

6. Provides short-range and long-range plans for information processing services for district

7. Keeps Assistant Superintendent, Administrative Services, informed of all data processing activities

8. Performs other related duties as assigned

AUTHORITY continued:

5. Assumes active role in professional areas of data processing and education

6. Manages planning, development, evaluation, and implementation of short-range and long-range plans for Department of Data Processing Services

7. Prepares reports as requested by Assistant Superintendent, Administrative Services

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 27

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

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