

Job Title: Director of Technology Operations and Security
Department: Technology & Media Department
Reports To: Technology & Media Director III
FLSA Status: Exempt
Salary Schedule: AA lane 03 (Director I)



SUMMARY

The Director of Technology Operations and Security oversees the network and support systems required to support the goals and objectives of Washington County School District. They direct and coordinate the work of the operations side of the technology department. They focus inward in order to implement an information technology (IT) strategy that meets the district's needs, delivers optimal return on investment and maintains utmost security.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Oversees and directs projects and assignments within the Operations and Security Division of the Technology Department, consisting of the following teams: Field Support, Network and Security.

Leads efficient operation of the team so that prompt modernization and upgrades of IS are performed as needed.

Conducts performance evaluations that are timely and constructive.

Collaborates with District Administrators to identify ways IT can assist the District in achieving its goals.

Identifies new IT developments and technologies; anticipates resulting organizational modifications.

Ensures that network infrastructure adequately supports the District's computing, data processing, and communications needs.

Assists the Director of Technology in the development and implementation of the Technology Operational and Security budget.

Communicates goals, projects, and timelines of the company to the technology operations division; plans ways to execute those goals within the division.

Establishes long-term IT needs and plans and develops strategies for developing systems and acquiring software and hardware necessary to meet those needs.

Ensures compliance with government regulations that apply to systems operations.

Conducts research on technology products and standards to remain abreast of developments in the industry.

Oversees research, designs, and development of the web structure of the District website and web systems to maintain an identical look and feel for all departments and their web presence on the world wide web.

Implements the use of modern and practical new formats of web development CSS, HTML, JS and media to create media production, web presence and conference production.

Facilitates development of web media and presence through ongoing planning that is focused on benefiting all stakeholders who manage content from each represented educational and supportive department. Supervises and trains content managers ensuring content is up-kept and contained within the main District site and supporting sites.

Identifies, uses, evaluates, and promotes appropriate technologies and media to enhance and support stakeholder digital communication.

Supervises project operations to provide web, media, and organizational advice and to resolve problems.

Monitors web analytics to track efficacy and adjust course where necessary.

Maintains a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility over the employees assigned to the Operations and Security Division, and the District Production Center of the Technology & Media Department.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

In-depth knowledge of web technologies, protocols, and tools; including CMS, Web Development software such as: Wordpress, Joomla, Dreamweaver, Adobe Creative Suite, Nvu, etc.

Maintain a strong understanding of Internet programming languages, including HTTP, HTML, XML, XHTML, CSS, RSS, PHP, JavaScript, and a knowledge of emerging languages.

Maintain a current knowledge of database development, including SQL and PHP.

Maintain ongoing knowledge of applicable data privacy practices and laws.

Ability to read, write, and communicate effectively in English at a level required for successful

job performance. Ability to read, analyze, and interpret common technical journals, reports, and legal documents. Ability to appropriately respond to common inquiries or complaints from teachers, regulatory agencies, principals, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Ability to effectively present information to management, public groups, and/or the School Board. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in computer science, computer information technology, or other related field of study and 5 years' experience supporting technology and training staff; or a combination of education and work experience.

Project management experience.

Experience with computer graphics, multimedia design, photography and editing.

Comprehensive experience with structuring, developing, and implementing interactive corporate websites.

Proven experience in installing, upgrading, and maintaining web servers and associated operating systems, including MAMP, Apache, MySQL, MyPHP, Apple XServe.

Experience with current print house production, duplication, Adobe Suite, and other software(s) that would assist in public relations, web design, and web services development.

CERTIFICATES, LICENSES, REGISTRATIONS

Certifications in Visual Graphic Design, Web Development, and Print Design.

Must hold and maintain a valid Utah driver's license. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here 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 the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II		Date: 05/20/2016
Approved By: Executive Director, Human Resources Director		Date: 05/20/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR
		Date: 08/07/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director II
		Date: 12/01/2020
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director III
		Date: 04/21/2022

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	