



Job Title: Technology Operations Director I
Department: Technology and Media
Reports To: Technology & Media Director II
FLSA Status: Exempt
Salary Schedule: AA lane 03

SUMMARY

The Director of Technology Operations oversees the information systems (IS) required to support the goals and objectives of Washington County School District. Responsibilities include directing and coordinating the work of the operations side of the technology department. The Director will 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 projects and assignments within the Operations Division of the Technology Department, consisting of the following teams: Data and Software, Network and Security & Field Support.

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 IS developments and technologies; anticipates resulting organizational modifications.

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

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

Communicates goals, projects, and timelines of the District to the technology operations division. Plans ways to execute those goals within the division.

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

Assists as top-level contact for end users in determining IS requirements and/or solutions.

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.

Maintains a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility over the operations teams and coordinators of the Technology 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.*

Must have excellent managerial skills.

Must have a thorough understanding of information technology and information technology systems.

Excellent ability to conceptualize long-term goals and develop orderly processes to accomplish those goals.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Strong written and verbal communication skills. Strong leadership skills and good interpersonal and organizational skills.

Ability to manage multiple projects and tasks at the same time. Ability to train and instruct.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in computer information technology or other related field and a minimum of 8 years' experience in a management role in information technology.

CERTIFICATES, LICENSES, REGISTRATIONS

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: 02/17/2022
Approved By: Assistant Director, Human Resources		Date: 03/11/2022
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____

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:	