DIRECTOR OF ADMINISTRATIVE INFORMATION SYSTEMS

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M6	**10/01/07**	Classified Administrator	1 of 2

DEFINITION: The Director of Administrative Information Systems oversees the activities related to all facets of technology applications; plans, directs and supervises the development of systems design projects and does other related work as required.

DISTINGUISHING CHARACTERISTICS: The Director of Administrative Information Systems serves as an expert technical resource for the District regarding all applications software. This classification is responsible for the overall design, development, integration, implementation and maintenance of technology systems and the coordination and development of projects.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Confers with, and coordinates, user groups regarding applications capabilities, feasibility of developing specific applications systems and determining system requirements and modifications for assigned applications systems.
- Communicates complex technology issues clearly to non-technical parties orally or in written format and makes effective presentations.
- Ensures open communications between users and technical groups.
- Coordinates and participates in the training of the users.
- Participates in long-range planning efforts.
- Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware.
- Reviews and is responsible for the documentation of systems.
- Plans, organizes, and monitors applications operations.
- Advises on current application technology innovations.
- Participates in the development of departmental standards and procedures, within District quality guidelines, ensures all projects and assignments comply and are understood by all technical and user groups.
- Develops and schedules priorities, assigns responsibilities, ensures efficient and timely completion of projects, and prepares time and cost estimates and progress reports.
- Assists in developing and interpreting departmental policies and procedures and assures they are clearly communicated and carried out.
- Assists in reviewing, evaluating and selecting contract firms and conducts research on potential suppliers
- Confers with hardware and software vendors to obtain information, resolve problems, and arrange and conduct demonstrations and evaluations.
- Trains, evaluates and provides work direction to assigned staff.
- Performs other duties as assigned.

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MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of application analysis, design, programming and maintenance; presentation and design of screens; workflow functions; software development life cycle; user training techniques and documentation; system and application security requirements.

Ability To: Analyze complex technical problems and adopt an effective course of action; analyze and define user problems and requirements and develop efficient, cost-effective systems solutions, while ensuring users understand the ramifications of the various system alternatives; manage client-server operations, develop and maintain on-line databases and ensure integrity/security of applications and data; establish and maintain cooperative working relationships; organize, plan, cost, and complete applications projects efficiently in accordance with District quality standards and budget constraints; communicate effectively both orally and in writing; establish and maintain effective working relationships; manage assign and schedule assigned staff; communicate complex technology issues clearly to non-technical parties orally or in written format and make effective presentations.

Education/Training: Bachelor's degree from an accredited college with major course work in computer science, business or related field.

Experience: Four (4) years of experience in programming, systems analysis and design, with significant user interface, for a large client-server computer system including three (3) years of increasingly responsible design and project leadership including supervision of, and coordination with, analysts, programmers, and user support personnel.

License/Certification: Possession of a valid California Driver's license

Adopted 8/97
Revised 10/01/07