

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATIVE**

**CLASSIFICATION: CLASSIFIED**

**JOB TITLE: DIRECTOR - TECHNOLOGY SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent designee, serve as presenter, consultant, trainer, and liaison between the Colusa County Office of Education (CCOE) and school districts in Colusa County; conduct professional development sessions to promote effective uses of technology; provide leadership, information, and service regarding technology; support grant writing efforts with current understandings of technology; make proactive preparations to keep CCOE in a ready position for emerging technologies; maintain a computer lab for training purposes.

### **REPRESENTATIVE DUTIES:**

Work cooperatively with CCOE and district representatives. **E**

Monitor and revise a comprehensive professional development technology plan for diverse audiences. **E**

Present in a motivational, informative manner, professional development activities that focus on appropriate uses of technology. **E**

Assist and train computer users on an individual or group basis as related to software applications and problem resolution. **E**

Review requests from departments for computer components and replacement parts to ensure compatibility to existing systems. **E**

Coordinate installation, configuration, maintenance, setup of computers, and software. **E**

Install Local Area Network (LAN) equipment and create user profiles for network, assist in maintaining the networks. **E**

Perform software diagnostics on personal computers and related equipment, within the CEWAN network. **E**

Develop in-depth knowledge of emerging technologies by attending conferences and reading current literature to enable CCOE to anticipate important new developments in technology. **E**

Serve as CCOE representative on various technology committees. **E**

Assist CCOE and Colusa County School Districts to monitor and maintain LAN/WAN. **E**

Maintain inventory of computer hardware, software, and supplies; develop and analyze computer reports for accuracy and completeness; maintain support log; prepare reports and provide statistical data and information for use by CCOE, districts and outside agencies. **E**

Develop procedures for storage, confidentiality and disposal of records. **E**

Direct the work of the assigned staff. **E**

Plan, coordinate, schedule, and present computer training classes. **E**

Ensure compliance with software licensing and copyright agreements. **E**

Conduct assessment for computer training needs and support computer user's groups and evaluate training programs. **E**

Maintain the curriculum, technology, instruction and learning resources section of the CCOE. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Global computer network concepts and procedures  
Computer software and hardware and related peripheral equipment supported by the CCOE and Colusa County School Districts  
Data Communications techniques  
Training methods and procedures  
Computer backup procedures  
Basic troubleshooting techniques  
Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Develop and present classroom and individual training for hardware and software application  
Prepare and present clear and concise written and oral communications  
Research technical manuals and guides to respond to questions and solve computer problems  
Organize, schedule, and coordinate a variety of activities and projects  
Learn new software packages and new hardware and adapt to changes in technology  
Interact with computer users in non-technical clear terms  
Interpret and apply complex technical oral and written directions  
Analyze problems and recommend effective solutions  
Use initiative and proper judgment  
Work confidentially with discretion  
Write and speak clearly and effectively  
Establish and maintain courteous and cooperative working relationships

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelors degree in computer science, information systems or related field and 5 years experience in an information systems environment. Progressively responsible computer operations experience with course work in data processing/personal computer and network systems; experience in using a variety of software for personal computers and networks; and experience in presenting training sessions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:****ENVIRONMENT:**

Office, classroom or conference room  
Constant interruptions

**PHYSICAL ABILITIES:**

Sufficient vision to read printed materials and computer screens  
Ability to hear and to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, classroom environment, and on the telephone  
Sufficient hearing to conduct in-person, classroom, and telephone conversations  
Sitting or standing for extended periods of time  
Sufficient mobility to work, kneel, stoop, reach and crawl under furniture and equipment  
Lifting, pushing, pulling and carrying objects weighing up to 50 pounds  
Dexterity of hands and fingers to remove, repair and replace technology equipment  
Drive a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Caustic and toxic hazardous waste  
Electrical injury

**Employee Group:** Management – Classified

**FLSA Status:** Exempt

**Salary Schedule:** 620

**Approval Date:** January 2012