

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Director of Technology Systems

Department: Technology

Grade: 508

Calendar: 12 months

Job Description

Reports To: Chief Technology Officer

Date Reviewed: December 2022

Purpose of Job

The purpose of this position will be to provide management, administration, and supervision to the areas of the technology department which include Systems/Applications, Systems Administration, Network Operations, and Network Security. The Director of Technology Systems will work directly with the Chief Technology Officer to develop and execute the strategic vision for the district's technology department.

This position is considered Mission Essential to the District and the Technology Department, in accordance with HUM-A012. A Mission Essential Employee is critical in addressing incidents that result in an interruption of normal functionality of district technology resources for students and staff.

Essential Duties and Responsibilities

Assumes the duties of the Chief Technology Officer when absent or as delegated.

Provides management and leadership to specific teams/groups within the Technology Department, to include: Systems/Applications, Systems Administration, Network Operations, and Network Security.

Assists with fiscal requirements of Technology and the preparation of budgetary recommendations to the Chief Technology Officer.

Assists with the planning and scheduling of projects for the Systems/Applications, Systems Administration, Network Operations, and Network Security groups, to include allocation of resources and coordination with stakeholders

Evaluate existing infrastructure and personnel development on an ongoing basis to ensure best practices are being met towards the district's technology strategies

Perform duties listed under HUM-F042 (Senior Computer Programmer Job Description) to include project management; designing, programming, and maintaining computer software; generating reports; data mining; and providing support for computer users.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in technology or business related field with a minimum of seven years of industry experience.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid driver's license and the ability to provide reliable transportation to provide needed services to all CMCSS locations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to coworkers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the technology operations. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of relevant topics.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes while using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and Technology practices as they pertain to the performance of duties relating to the position. Has thorough knowledge of Technology practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organization, human relations, and technical skills. Able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers. Able to read, understand, and interpret financial reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee Munis Number

Date

Date