

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2019
SALARY SCHEDULE: #90
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

CHIEF TECHNOLOGY OFFICER (CTO)

DEFINITION

Under the general direction of the Assistant Superintendent of Support Services, this position is responsible for providing leadership for the full development, implementation and refinement of technology applications for the Kern County Superintendent of Schools Office, and to other county districts upon request. In addition, the CTO will supervise and manage professional and technical staff, facilitate and oversee department budgets, and assist in coordinating any needed contract services.

EXAMPLES OF DUTIES

The CTO works cooperatively with K-12 districts, county offices of education, private sector service providers, professional organizations and other statewide leadership groups in order to pursue the objectives of KCSOS Division of Technology Services;

manage and oversee the daily operations of the Division of Technology Services which includes the direct supervision of management staff, support staff and other employees as assigned;

provide leadership in the development, maintenance and use of the Technology infrastructure, including access to and utilization of Internet, Intranet, and other distributed systems;

take the lead in exploring and implementing for sharing resources, expertise, and programs developed by the KCSOS;

coordinate the implementation of field work related to Technology, including working with staff, private and public consultants, and local school district and county office staff;

when appropriate and necessary, recommend to the Assistant Superintendent policies and procedures related to Technology Services;

represent KCSOS at appropriate local, regional and state meetings;

design and maintain all networks for KCSOS programs;

coordinate professional services, system analyses and design, project management, client support, and communications necessary to further develop Technology operations;

responsible for Technology and Network operations for all programs operated by KCSOS;

approve all equipment and software purchases for all programs operated by KCSOS.

QUALIFICATIONS

Knowledge of:

Extreme knowledge of, and advocate for, the use of Technology;

complex management information services, database systems and complex computer network systems;

knowledge of current network operating system;

must possess knowledge of and willingness to remain current with trends, innovations and practices in Technology.

Ability to:

Have the proven ability to express himself or herself effectively in public, in conference and in written materials;

demonstrated ability to delegate and hold accountable those responsible for carrying out the policies and procedures of Technology Services;

conceptualize the potential of Information Technology;

have demonstrated ability to work harmoniously with the staff, administrators and school boards both as a leader and a group member;

perform proven interpersonal, group facilitation and technical skills consistent with the goals and objectives of the KCSOS;

plan and organize the work of staff;

perform duties and responsibilities with a high degree of professional integrity.

Experience:

Ten (10) years of experience in Project Management, IT Management, Programming, Network Management and Engineering required.

Eight (8) years of increasingly responsible experience in a supervisory capacity required.

Education:

Bachelor's Degree required.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: rn

10/17/19

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