

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JULY 2010  
SALARY SCHEDULE #92  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 1, 6, 8**

**DIRECTOR I – INFORMATION SYSTEMS**

**DEFINITION**

Under the direction of an assigned administrator, plan, organize, control and direct the activities and operations of the Kern County Superintendent of Schools (KCSOS) Data Processing Department; evaluate, develop, modify and implement financial, human resource, payroll systems and procedures; supervise and evaluate the performance of assigned personnel; facilitate communication with other KCSOS departments, school district personnel and other agencies.

Plan the work and supervise the staff of the Data Processing Department.

Work independently to provide primary business applications support to all users at KCSOS and its districts, including training, help desk functions, production and technical support.

**EXAMPLES OF DUTIES**

Plan, organize, control and direct the activities and operations of the KCSOS Data Processing Department; evaluate, develop, modify and implement administrative data processing systems (i.e. financial, human resource, and payroll) and procedures.

Develop, implement and monitor goals, priorities, procedures, schedules and standards related to administrative data processing systems (named above).

Guide the overall migration of the county office and local districts from legacy QSS applications to the new graphical application environment.

Create a Project Plan including major milestones and detailed timetables with delivery dates for business process analysis, system installation, configuration, user training, project meetings, data conversions/interfaces and other project deliverables.

Represent the KCSOS Data Processing Department in meetings with other departments, school district personnel, vendors and other agencies; facilitate problem-solving discussions; respond to and resolve issues and conflicts; exchange information; actively promote customer service.

Work cooperatively with county and district office staff to identify, analyze and resolve application-based accounting problems and devise automated or manual workarounds as required to maintain the flow of administrative data processing applications and information.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Recommend facility and equipment modifications; determine staffing needs and implement changes in staff responsibilities.

Develop and prepare the annual preliminary budget for Data Processing; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare cost estimate on data processing activities and project control as directed.

Manage application databases and files to meet the operational requirements of the applications software and the information retrieval needs of KCSOS and district staff.

Manage the applications software system and databases in a timely manner and in keeping with the support requirements established by the applications vendor.

Develop proposals for the cooperative establishment of compatible systems among local school systems.

Act as liaison agent to data processing equipment manufacturers and committees.

Coordinate QSS training curriculum for workshops, in-services, and staff development sessions.

Coordinate QSS training sessions, workshops, in-services, and other staff development opportunities for "new user" and refresher training purposes.

Work cooperatively with third-party vendors and clients to facilitate the correction of business applications system problems and software enhancements.

Work cooperatively with KCSOS technology-engineering staff to ensure the efficient performance of all hardware, software, and communications-devices that make up the business and student application system network.

Work cooperatively with CCTC, CDE, and other government agencies in the development and deployment of electronic records transfer for local, state and federal reporting requirements.

Provide general overall department coordination and output.

## **QUALIFICATIONS**

### Knowledge of:

California K-12 accounting principles, school finance, financial information processing, applicable laws, codes, regulations, policies and procedures;

planning, organization and direction of a data processing or information systems department;

department budget preparation and control;

data processing methods as they relate to K-12 database needs and requirements, operating systems, business and student information systems, and networks.

### Ability to:

Stay abreast of trends, innovations and practices in administrative data processing applications and operations;

communicate effectively in public, in conference, and in writing;

prepare a variety of clear and concise reports and presentations;

maintain cooperative inter-departmental and district relations;

analyze, define, and resolve problems and situations quickly by collecting data, establishing facts and drawing valid conclusions;

attend and represent the office at statewide meetings and conferences;

work effectively with district personnel and other agencies in the development of finance, payroll, human resource, position control, student attendance, student information, and other related administrative data processing software and functions;

install new releases of third-party software in a timely manner and in keeping with the support requirements established by the applications vendor.

Experience:

At least three (3) years of experience managing a Data Processing department;

two (2) years of experience managing and operating a mainframe and/or commodity-server based hardware environment required to operate SCHOOL3000 and/or QSS/Oasis software systems;

two (2) years of experience managing and operating integrated business and student information software (preferably QSS products such as QSS/OASIS applications or similar business and student information systems applications);

two (2) years of experience managing and using enterprise-grade DBMS products (preferably IMAGE/SQL, Sybase, SQL Server, and/or PostgreSQL);

four years experience in information systems operations (preferably managing and using the MPE/iX OS, HP-UX, Unix, and/or Linux operating systems).

Education:

BA or BS degree in management information systems, computer science, business administration, finance, or related field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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: gs

11/6/15

G:\Director I – Information Systems.doc