

## VENTURA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: CHIEF TECHNOLOGY OFFICER

#### BASIC FUNCTION:

Under the general direction of the Deputy Superintendent Fiscal and Administrative Services, provides leadership in developing the information and educational technology services, vision and policy for the Ventura County Office of Education (VCOE); shapes and directs both immediate and long range strategic information systems requirements; operates core information technology resources and services and manages the centralized aspects of those resources necessary to support the educational and business mission and priorities of the VCOE; oversees long-term planning and delivery of services in the area of educational technology, information systems, software applications, data center operations, telecommunications, network operations, enterprise systems and comprehensive client support services.

#### ESSENTIAL / REPRESENTATIVE DUTIES:

Provides strong, collaborative, forward thinking and responsive leadership in the development, management and maintenance of the VCOE's technology programs and services and formulation of strategies that address both immediate and future technology needs and services.

Provides vision and leadership to assess potential areas of opportunity in which technology can facilitate delivery of VCOE's services and programs, enhance operational effectiveness, and accelerate student achievement.

Participates as a member of the Leadership Team for overall planning and direction of VCOE's functions and services, advises the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs, and creates an effective environment and understanding of technology for team members.

Plans, organizes, and provides overall direction for the development of a technology architecture and governance framework that defines the working relationship of technology components.

Develops and implement internal policies, procedures and planning for the use of technology.

Plans, organizes, and provides overall direction for the review and analysis of organizational business processes, including payroll processing, to ensure effective technology support for the processes.

Monitors and evaluates technology performance.

Manages client relations to ensure development of service-objective expectations for technology services.

Collaborates with VCOE branch and department administrators and staff as well as with district superintendents and staff to ensure that information technology resources and services are aligned with the mission and strategic priorities of the County Office.

Plans, organizes, and provides overall direction for integrated planning of all administrative and educational computing, telecommunications including system and software acquisitions, network design

and implementation; ensures the delivery of information technology services, including all aspects of technology infrastructure and the comprehensive educational technology plan to reduce costs and improve operational efficiency.

Provides management oversight for computing, information processing and communications resources across systems; directs and coordinates cooperative working relationships between centralized and distributed technical operations to achieve effective and cost beneficial VCOE-wide solutions and comprehensive services to all clients with the effective and creative use of technology.

Leads technology staff in implementing strategic plans and supporting on-going technology programs, including training efforts for users of all software modules via utilization of both internal and external resources.

Recommends vendor contracts covering the acquisition of equipment, software, and services including the installation and on-going maintenance of the information technology inventory.

Serves as an advocate for Ventura County districts in the technology area and confers with school district representatives on technology matters impacting California schools.

Serve on VCOE's Superintendent's Council, and a variety of statewide school business and technology committees.

Represents VCOE and Federal officials as requested; makes presentations to associations, community groups and others regarding VCOE matters and assigned subject or program areas.

Plans, directs and oversees the Technology Services Department and formulates and manages the department budget.

Attends various professional meetings to remain current concerning trends in the field.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, and techniques for the operation of both computer and a large-scale, high volume data processing operations providing complex services to users;

Principles and practices of personnel management and budget development and administration;

Principles and methods for establishing goals, objectives and implementation plans to accomplish data processing solutions for identified needs;

Role of information and educational technology in an educational agency;

Emerging technologies and best practices;

Business process documentation, re-engineering, and improvement.

Educational technology facilities and equipment, including sources of funding for educational grants and related technology functions for educational agencies;

VCOE organization, operations, mission, and objectives;

Public speaking and presentation techniques;

Oral and written communication skills; and  
Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Plan and direct a large complex operation that involves coordination and integration of multiple interrelated activities;  
Formulate and implement program goals, objectives, and schedules;  
Develop and implement strategic plans and changes required to achieve goals and objectives;  
Communicate effectively, both orally and in writing;  
Supervise, train, and evaluate the work of assigned staff;  
Establish and maintain excellent collaborative relationships with executive staff and vendors, and clients;  
Conduct meetings utilizing consensus building techniques and conflict resolution strategies;  
Interpret, develop, apply, and explain complex rules, regulations, policies, and procedures;  
Maintain current knowledge of rules, regulations, requirements, and restrictions related to employee matters; and  
Lead group meetings and collaborative decision processes.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration, computer science, public administration, or closely related field from an accredited college or university, and seven years of extensive management experience in progressively responsible positions in a complex organizational and large scale technology environment. A Master's degree in education, business administration, or computer science is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, required.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 40 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces. Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet

productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees typically work in an office environment that is fast paced with high pressure. Subject to driving your personal automobile to conduct work. Occasional evening and weekend work to meet deadlines. Physically able to participate in training sessions, presentations, and meetings. Some travel may be required for the purpose of offsite software and system applications management

**Hazard**

Exposure to community members, students, parents, and personnel who may become disorderly.

Should an applicant require reasonable accommodation, the Ventura County of Education will consider that upon request.

**SUPERINTENDENT POLICY NO. 4030**

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.

