

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
DIRECTOR, INFORMATION SYSTEMS**

Under general direction, plans, establishes, implements and administers the information systems and services of the Marin County Office of Education; is responsible for the design, implementation, maintenance and modification of the management/information systems which meet the needs of the Marin County Office of Education and various user school districts; serves as a technical and administrative resource to personnel; ensures cost efficient and effective operations; oversees general day-to-day activities; provides guidance and training both individually and in large groups; and does other work as required.

DUTIES AND RESPONSIBILITIES

1. Develops and implements long and short range plans for comprehensive information services of the Marin County Office of Education; provides direction for users; plans, evaluates, coordinates programs and schedules existing and new applications to meet requirements of users; conducts and coordinates systems analysis; collaborates with user personnel in the implementation of new systems and procedures and in the modification of existing ones; trains personnel, including the designing and implementation of all data processing inservice programs; analyzes program operation difficulties and assists in debugging same.
2. Supervises and evaluates work of assigned personnel.
3. Conceptualizes, plans, designs, installs, maintains and modifies management information systems.
4. Manages the countywide telecommunications network; develops procedures for data systems and operations; develops and manages the annual budget for data processing.
5. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

KNOWLEDGES AND ABILITIES:

Knowledge of

1. Data communication and telecommunications.
2. Data processing capabilities, limitations, procedures and nomenclature.
3. Principles, methods and techniques of systems analysis and design.
4. Problem solving process.
5. Administrative practices and budgeting procedures.
6. Computer programming.
7. Effective supervision.
8. Modern office methods and procedures.
9. Data communications, hardware and software.
10. Network and telecommunications.

Ability to:

1. Work independently or in unison with others under time constraints.
2. Formulate long-range data processing.
3. Define problems and devise solutions.
4. Conduct systems and procedures studies leading to the application of data processing.
5. To write logically, clearly and concisely.

MINIMUM QUALIFICATIONS:

Education: Baccalaureate degree from a recognized college or university with emphasis on computer science, or in the alternative, any combination equal to graduation from a four year recognized college or university, including courses in information systems, telecommunications, systems and procedures analysis, information storage and retrieval systems, project planning and control techniques.

Experience: Four years of increasingly responsible experience in management information systems, including programming and systems analysis, two years of which shall have been in a supervisory capacity.