PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0133
Pay Grade: C12

FLSA: Exempt
Administrative

ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

REPORTS TO:
Superintendent of Schools

SUPERVISES:
Director, Operations and User Support
Director, Network and Telecommunications
Director, Application Support and Development
Senior User Support Analyst (RTTT)
Support Staff

QUALIFICATIONS:
~~Graduation from an accredited college or university with a degree in computer science with coursework in computer sciences, information management, or a related area of study; or business and industry experience in the field of technology systems, technology systems integration, or information systems; or demonstrated experience in business or industry leading or managing technology information services.~~ Master's degree from an accredited college or university in Educational Leadership, Business Administration, or related field with three years of successful administrative experience. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a large district/business.

PREFERRED:
Degree in computer science or coursework/experience in technology and/or information management systems. ~~Prior successful management and leadership skills desired. Experience with multiple operating systems, software packages, and/or open source environments.~~

MAJOR FUNCTION

Performs administrative work directing major data processing and information systems activities for the Pinellas County School System. Is responsible for providing productivity improvements in all functional activities through enhanced systems and software capability. Provides support for improving organizational efficiency through improved methods, techniques, and better utilization of resources. Organizes overall data processing and information systems resources to provide efficient and effective services to the school system. Provides technology guidance to the Superintendent and the school system.

ESSENTIAL RESPONSIBILITIES

- Develops and implements long-range technology and information systems plans
- Develops and implements a comprehensive hardware, software, communication, and database strategy placing major focus on reliability, availability, and serviceability leading to efficient and effective systems and services
- Manages personnel, administrative, and data processing technology and information systems activities
- Provides an architecturally coherent path for end users, systems, and applications
- Provides district representation on various state and national management technology and information committees
- Directs the work of department administrators and supervisors and their respective functions ensuring that activities assigned are completed in the most competent, effective, and efficient manner
- Identifies potential areas of improvement that can be achieved by new systems and modification of existing systems

ESSENTIAL RESPONSIBILITIES (Continued)
• Develops plans and budgets for technology and information systems and data processing activities and measures, tracks, and meets those plans • Recruits outstanding personnel for placement within the technology and information systems function and provides ongoing development for employees • Applies cost/benefit analysis criteria to current and proposed applications, hardware and software configurations, organizational structuring, and personnel management to ensure acceptable return on investment • Analyzes resource requirements and utilization, and based on the analysis, initiates programs for improvement in productivity and data management • Reviews requests for additional technology and information systems services and identifies impacts on current and planned resources • Evaluates new hardware and software technology and assesses its applicability relative to the requirements of the school system • Plans and participates in management education in technology and information systems and data processing concepts • Reports performance of personnel and equipment resources and identifies significant levels and/or problems • Acts as major focal point and assumes sign-off responsibility for acquisition activities relating to hardware, software, contract service, and consulting services as they relate to technology and information systems and the school system • Develops, implements, and enforces a complete technology and information systems disaster recovery plan • Devises, approves, and promulgates technology and information systems policies and standards • Performs other related duties as required

TERMS OF EMPLOYMENT
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District. *Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

HISTORY OF JOB CLASSIFICATION
ISSUED: 8/82; TITLE AND MQ's BOARD APPROVED: 8/11/82; REVISED: 10/85; MQ's REVISED AND BOARD APPROVED: 10/8/86; FORMAT REVISED: 7/88; REVISED: 2/89 MW; BOARD APPROVED: 3/8/89; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ'S: 6/07 AK; BOARD APPROVED: 7/31/07; REVISED FORMAT, TITLE, PREF, MF, ER, & ADA, 5/12 LM; BOARD APPROVED: 6/12/12; REVISED TITLE 3/13 LM; BOARD APPROVED:

ASSISTANT SUPERINTENDENT, TECHNOLOGY AND INFORMATION SYSTEMS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant Superintendent, Technology and Information Systems – ADM