

Job Title:	Director Technology Services Applications	Wage/Hour Status	Daily, Exempt
Reports to:	Chief Information Officer	Pay Grade:	509
Dept. /School:	IT	Date Revised:	February 12, 2021

Primary Purpose

Design, development, release and maintain all administrative application solutions. Ensure proper interpretation of business requirements, accurate IT cost estimates and high quality, cost effective implementation. Responsible for District software inventory. Assist Curriculum and Instruction with the management of the Districts Learning Management System.

Qualifications**Education/Certification**

Bachelor's Degree in Business Administration, Computer Information Systems, or related field

Special Knowledge/Skills

- Ability to effectively manage customer relationships
- Thorough knowledge of current/future application development tools/techniques in a client/server and web-based computing environment
- Knowledge of administrative and instructional systems
- Ability to plan and control tactical and strategic projects
- Excellent communication and interpersonal skills
- Strong analytical and organizational skills
- Ability to perform as a team player and generate team consensus
- Strong and effective project and people management abilities
- Leadership qualities to guide organization to achieve and maintain service level objectives

Experience

Five (5) years' experience in a related management and leadership role

Major Responsibilities and Duties

1. Oversee project management processes, application development, and vendor selection systems.
2. Direct supervisory staff responsible for the development, maintenance and support of business applications.
3. Direct and develop staff in the successful performance of tasks and responsibilities.
4. Establish, coordinate and oversee project requests.
5. Review and evaluate state-of-the-art advances in application development and data extraction systems.
6. Ensure that change management process is followed and utilized by staff whenever implementing system enhancements, software upgrades and new product installation.
7. Ensure staff provide level two and three support for the problem management process.
8. Ensure that solution delivery requirements and data integrity are and maintained.
9. Ensure development practices, policies and procedures meet alignment with strategic growth and future technology initiatives.
10. Monitor system reliability and performance measures, and work with other TS organizations to determine improvements.
11. Responsible for budget development, and tracking of expenditures and capitalization of equipment.
12. Perform other duties as assigned by supervisor.

Communication

Require on-going interaction with TS management and staff, and routine contacts throughout the TS organization to ensure service levels are met/exceeded. Maintain contact with District Division personnel to ensure timely development of TS solutions to meet/exceed business requirements. Develop and maintain professional relationships with vendors and suppliers that provide state-of the art IT solutions.

Supervisory Responsibilities

Hire, train, supervise, assign, and evaluate the staff required to develop, maintain and integrate solutions.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Frequent district-wide travel and occasional statewide travel. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.