



## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus five (5) years of related work experience including two (2) years of supervisory experience. Official transcripts are required. Must have valid driver's license to travel off site. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the planning, coordination, and supervision of all activities associated to the design, development and implementation of the application advancement and analysis function of the organization. Provides leadership and coordination in developing strategies for the highest quality use of software capabilities. Keeps current on technological changes and best practices through professional development activities.

Responsible for identifying user requirements of the information system and translating them into technical and procedural requirements for implementation by staff. Manages multiple development teams supporting different products or services. Provides leadership to managers, reviews different project requests, timeline and cost.

Serves as the primary liaison between system users and the District technology staff. Serves on software user groups and advisory boards to ensure that the district optimizes available software capabilities. Ensures the database can track data for regulatory and institutional needs. Cultivates an effective front-line leadership team and assists them with developing their direct reports to drive a high-performance culture and environment.

Creates functional strategies and specific objectives for the organization and develops budgets, guidelines and procedures to support the functional infrastructure. Provides recommendations to the district service center technology training and help desk staff regarding training issues identified through systems analysis and system revisions.

Develops formal communication lines with district users regarding the progress of software development. Responsible for selection, training, supervision, and evaluation of employees. Utilizes excellent listening, oral and written communications skills to communicate with a diverse array of stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Responsible for supervising approximately 35 employees (directly/indirectly). Manages a budget of approximately 4.5M.

Performs other duties as assigned.



*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*