# CARSON CITY SCHOOL DISTRICT
## Job Description

**Job Title:** Director of Management Information
**Department:** Information Technology
**Reports To:** Superintendent
**FLSA Status:** Exempt: At-Will
**Prepared By:** Associate Superintendent-Human Resources
**Prepared Date:** 12-23-2008

**Summary**
Directs and coordinates development and production activities of the Information Technology
Department by performing specific duties personally or through subordinates. The incumbent for this
executive level position is expected to provide leadership, direction, and support to the District's
technology program. The incumbent is responsible for computer networking operations, voice
communications and the coordination of the selection and utilization of computers and related technology
for the District. Staff training and support (as it applies to technology) is also a function of this position.

**Essential Duties and Responsibilities**
Responsible for the coordination, design, implementation, maintenance and operation, of the District's
computer and voice information systems including those used for administration and instructional
purposes. Responsible for evaluation of emerging technologies and providing timely recommendations
for system improvement. Evaluates hardware and software to ensure suitability, compatibility and
economy prior to purchase. Chairs the District Technology Committee, collaborates with outside
agencies and business partners to promote the current best standards and practices that support technology
implementations. Attends School Board meetings and serves as a member of the District's Management
Team and manages the Department's budget. Other duties may be assigned, including the following:

- Provides leadership and direction for the District technology plan; responds to District,
  department, and site technology needs.
- Consults with management, departments, divisions, and school sites with short and long range
  planning for computer system needs for management information and functional operations, to
  determine scope and priorities of projects, and to discuss system capacity and equipment
  acquisitions.
- Recommends, reviews, develops, and coordinates a systemic approach for the utilization of
  operations, hardware and software resources with regard to purchases, budget, grant proposals
  and staffing.
- Manages the development, implementation, installation, and operation of information and
  functional system and for District programs of instruction.
- Develops, implements, and monitors management information systems policies and controls to
  ensure data accuracy, security, and legal and regulatory compliance.
- Negotiates and contracts with consultants, technical personnel, and vendors for services and
  products.
- Provides support and appropriate staff training to end users in the selection, procurement, usage,
  and maintenance of software programs and hardware.
- Manages computer operation scheduling, backup, storage, and retrieval functions.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance
  to determine costs and impact, and address problems.
- Develops, maintains, and tests disaster recovery plans.

**Supervisory Responsibilities**
Directly supervises the employees in the Information Technology Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies**
To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and in budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services. Continually works to improve supervisory skills.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and within ethical boundaries; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**
Bachelor's degree (B.A.) in Computer Science from four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience. Five (5) years of successful telecommunications and computer related experiences, two (2) years of which must have been at a Supervisory level. Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position.

**Certificates, Licenses, Registrations**
Possession of a valid driver's license issued by the state of residence. Microsoft, Novell, or Cisco networking certification. Original Social Security Card.

**Language Skills**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Reasoning Ability**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**
To perform this job successfully, an individual should have knowledge of Accounting software; Email Management systems; Database software; Human Resource systems; Internet software; Inventory software; Network Management systems; Operating systems; Payroll systems; Project Management software; Spreadsheet software and Word Processing software.

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

lift and/or move up to 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Terms of Employment**
Twelve-month year. Salary and work year to be established by the Board.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate. Generally, work will be completed indoors in a school or office-type setting where the climate can be controlled. Occasionally, work will be completed outside or in conditions where the climate cannot be controlled.