JOB TITLE:	EXECUTIVE ADMINISTRATOR INFORMATION TECHNOLOGY
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8428
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Oversees the day to day operations of the District's Information Technology division that includes Systems Development, Technology Support Services, and Infrastructure Services. Responsible for supporting the District's administrative technology activities and assisting in meeting the District's instructional technology objectives; assumes overall responsibility for planning and implementing new systems, evaluating advances in information technology, and developing managerial and technical abilities in the staff; acts as the chief contact between the District's Information Technology and those outside the unit, and reviews requests for new technology needs and determines the relative merit of proposed applications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the activities of the Information Technology division which includes supervision of Systems Development, Infrastructure Services and Technology Support Services groups comprising of application development, voice and data network, data center operations, and technology support activities

Works closely with the District's stakeholders and provides leadership in the planning and development of the District's short-term and long-term information technology capabilities based on annual and long-range goals of the Information Technology Department which are recommended by the Superintendent and approved by the Board of Education

Formulates and recommends operational policies and programs that guide the organization in maintaining and improving its competitive position and efficiency of operation; works closely with the Chief Information Officer to draft District technology standards to promote and sustain operational efficiency

Establishes IT project priorities and reviews, analyzes, and approves the department's operational and project budgets

Works closely with the Kentucky Department of Education (KDE) to insure the District's technology infrastructure remains compliant with the KDE guidelines and mandates

Identifies technology trends and provides leadership in the evaluation and selection of the District's technology equipment and software systems as well as assess the risks that may impede the business

Supervises recruitment, training, retention, and organization of all IT staff in accordance with the District's hiring and personnel policies

Establishes standards of performance and monitors conformance for staff (through performance reviews) and vendors (through service level agreements)

Shares knowledge, mentors, and educates staff and management with regard to the District's technological vision, opportunities, and challenges

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

Master's Degree

Five (5) years of successful administrative experience directing large-scale information technology division, with seven (7) years total information technology experience

Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience with school-related technology

Experience with instructional technology and school district information technology

Experience in a diverse workplace