



# DIRECTOR – MANAGEMENT INFORMATION SYSTEMS

## SUMMARY/SCOPE/GOAL

To ensure efficient and effective use of the organization's data resources through successful management of centralized computing resources. Improving business processes and support critical business strategies by directing and managing the selection, development, implementation and maintenance of administrative student and business applications systems with the goal of providing effective and efficient information services to district management and educational programs.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's degree in Management, Computer Science, Business Administration or related field.
- Ten (10) years relevant experience in the area of systems analysis, computer programming, systems programming, information services, computer operations, or related technologies required.
- Five (5) years relevant experience in the management and/or supervision of systems analysis, computer programming, systems programming, information services, computer operations, or related technologies required.
- Experience in budget preparation and control.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan, organize, and control the activities of all Systems Programming, Applications Programming, Systems Security, and centralized computer operations ensuring efficient and secure computing services to meet organizational needs.
2. Research and keep current with technologies consistent with the Educational Technology Strategic Plan.
3. Direct and participate in the preparation of feasibility studies for all proposed and new systems in areas of responsibility.
4. Assist in preparations of district standards, specifications, and bid packages for the acquisition of equipment, software, and services; evaluate bids.
5. Assist in establishing procedures for the utilization of all equipment and software to obtain maximum usage and efficiency.
6. Evaluate, plan, and make recommendations for future resource utilization in areas of responsibility.
7. Evaluate software, hardware, applications and methodologies for integration into areas of responsibility.

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8. Maintain and update documentation for all areas of responsibility.
9. Interview and select candidates for available openings in areas of responsibility.
10. Travel to schools and work sites throughout the county to ensure effective utilization of resources in areas of responsibility.
11. Work on various task teams dependent upon project requirements and department needs.
12. Security Officer for district's centralized computing systems; create and maintain all security-related tasks in the support of centralized computing systems.
13. Budgeting responsibility for all midrange software and hardware.
14. Effective positive interpersonal communication with District administrative staff and vendors.
15. Provide efficient and secure computer applications and services to meet organizational needs.
16. Formulate applications systems architecture, estimate costs for hardware, software, personnel and services concerning the district's computing and information resources.
17. Help to develop strategic and tactical information service plans with the Assistant Superintendent of Educational Technology.
18. Ensure applications projects meet strategic goals (as required) of the District.
19. Familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals.
20. Coordinate and communicate with all levels of District management relative to information and computing services, and the use of technology for solving management problems.
21. Lead and direct the work of personnel in the Applications, Systems, Security, and Operations areas.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Considerable knowledge of hardware and software platforms consistent with the District's Information Systems Services Strategic Plan. Understanding of computing hardware and software capabilities and limitations. Technical experience and knowledge of computer automation, information systems, programming analysis, coding and testing; knowledge of planning and budgeting techniques. Knowledge of accepted office practices and procedures. Demonstrated written and oral communication skills; managerial and interpersonal skills.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

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Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

**PHYSICAL REQUIREMENTS:**  
**(S) SEDENTARY WORK**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

**TRAVEL:**

Travel between sites occasionally. Travel out of county rarely.

### FOR HR USE ONLY:

<b>DIVISION:</b>	Educational Technology	<b>DEPARTMENT:</b>	Management Information Systems
<b>TITLE CODE:</b>	D0209	<b>CONTENT BY:</b>	Assistant Superintendent, Educational Technology
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	04/25/2015	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/25/15	Initial Release	Educational Technology
1.1	07/01/20	REVISED: New format	Human Resources
1.2	12/6/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*