

DIRECTOR OF TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position functions in a key executive management role, reporting to the Assistant Superintendent for Assessment, Accountability & Technology Innovation, providing leadership in the strategic planning, development, acquisition, implementation, and operational initiatives in all areas of information and communication technologies in a constantly changing environment. The work is performed under the general direction of the Assistant Superintendent for Assessment, Accountability & Technology Innovation with broad latitude given for the exercise of independent professional and technical judgment. The incumbent sets overall City School District of Albany policies to meet organizational goals; sets priorities for systems development, implements information technology security controls and cybersecurity protocols within the City, coordinates departmental user needs in an integrated approach to maximize the efficient and effective application of technological and staffing resources. The Director of Technology oversees the purchasing or contracting of all hardware, software and peripheral equipment; develops, negotiates and monitors all contracts for related services. Administrative supervision is exercised over all IT Office staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as chief technology advisor to the Superintendent, Department Heads and managers on information and communication technology;
- Provides leadership to City School District of Albany Departments on alignment of technology with the City School District of Albany initiatives, policy, and strategic objectives. Directs and manages interdepartmental technology governance, planning and coordination activities to accomplish specific City School District of Albany objectives;
- Develops and implements organizational policies and procedures regarding appropriate usage of technology within the organization;
- Initiates and develops internal and external partnerships to leverage City School District of Albany technology investments;
- Directs the strategic planning, development and management of new information and communication systems and technology, as well as enhancements to existing automated systems in the City School District of Albany;
- Sets City School District of Albany-wide cybersecurity and information systems management policy, and identifies and prioritizes City School District of Albany IT needs;
- Drafts and reviews the City School District of Albany and departmental information systems portion of the annual budget;
- Creates an organizational structure for the delivery of IT services City School District of Albany-wide including cybersecurity, network, systems, hardware and software support positions;
- Establishes IT departmental goals, objectives, and operating procedures as well as personnel allocations, recruitment, development and retention;

- Drafts, negotiates and reviews complex proposals and contracts for purchase of IT products and services;
- Develops and presents funding strategies to support technological investments;
- Prepares, maintains and presents a variety of written records, including status reports and development plans;
- Manages the City School District of Albany investments in existing technology and equipment;
- Reviews efficiency, cost, devaluation, and evaluates vendor performance, making recommendations for change in order to meet operational needs;
- Researches, analyzes and communicates new concepts, ideas and techniques in information systems and data processing;
- Coordinates the implementation of automated systems including but not limited to the acquisition of software, hardware and peripheral equipment and the assignment of technical staff to user departments which most effectively utilize available resources;
- Directs and coordinates the day-to-day operations of the IT Office

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Must provide “C” level vision, leadership, strategic planning and execution;
- Demonstrated ability to apply technology solutions to business problems;
- Extensive knowledge of current technology including, but not limited to hardware platforms, operating environments, enterprise software applications, on premise and off premise systems and data management, cybersecurity and protection;
- Exceptionally self-motivated and directed;
- Ability to set and manage a list of ever changing priorities and expectations;
- Thorough knowledge of organizational management, public and business administration, and budgeting;
- Thorough knowledge of the principles and methods of project management and contract management;
- Thorough knowledge of sound financial and business practices as it relates to equipment and service acquisition, budgeting, funding, billing, and cost containment;
- Thorough knowledge of how to develop partnership agreements;
- Excellent interpersonal, oral and written communication skills
- Ability to develop partnership agreements;
- Ability to negotiate with vendors, contractors, and others;
- Ability to work effectively with elected officials, executive, management, administrative and technical staff;
- Ability to supervise the work of subordinate personnel;
- Ability to establish and maintain effective working relationships with others;
- Ability to plan, organize and supervise the work of a diverse and highly technical staff to meet organization-wide and departmental user needs for a wide variety of information and telecommunication needs;
- Ability to effectively communicate technical information in an easily understood manner;

- Ability to present ideas clearly and concisely, both orally and in writing;
- Strong leadership skills;
- Sound judgment; innovative; flexible; resourceful; initiative; tact;
- Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree (or higher) and at least seven (7) years of recent, executive level IT leadership experience providing a wide variety of technical support within a large organizational structure, and/or consulting at a senior level to a large organizational structure; OR
- B. Possession of an Associates' degree and nine (9) years of progressively responsible, full time, satisfactory experience as described in "A" above; OR
- C. Four-year high school diploma or its educational equivalent and eleven (11) years of progressively responsible, full time, satisfactory experience as described in "A" above; OR Satisfactory combination of education and experience equivalent to above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Preferred candidates should possess the following:

- Experience planning and implementing enterprise IT systems in support of business operations in order to improve cost effectiveness and service quality
- Ability to strike a balance between being the chief innovator, while being vigilant about assessing risk and what controls need to be in place for cybersecurity and data privacy
- Experience building and managing teams both internally and across an organization

SPECIAL REQUIREMENTS:

This position may require an incumbent to work flexible hours including weekends.