

**JOB TITLE:**                      **DIRECTOR, TECHNOLOGY SERVICES**

**REPORTS TO:**                      Superintendent

**POSITIONS PURPOSE:**

Direct the operation of the Department of Technology Services (TS) to provide effective and efficient technology and networking services to our component districts, our agency departments and other contracted users within the program parameters set by the Multnomah Education Service District Board and Administration.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description.

**ESSENTIAL JOB FUNCTIONS:**

1. Direct the operation of the Department of Technology Services within collective bargaining contracts, board policies, and administrative rules.
2. Submit budget information to the Superintendent to assure efficient and effective operation of the department within the established budget.
3. Supervise, evaluate, and make recommendations to the Superintendent regarding selection, assignment and other personnel matters related to TS staff.
4. Provide Superintendent and Board with information related to technology changes and advancements.
5. Serve as a member of the Superintendent's Cabinet.
6. Convene and facilitate Resolution Advisory Committee and related user groups from member districts.
7. Attend MESD Board of Directors meetings and facilitate periodic Board Technology Committee meetings.
8. Act as liaison in the area of creating revenue sources from districts/entities outside our service area.
9. Maintain a working relationship and provide technology leadership to district personnel, all partners, other K-12 data centers, local area community colleges and local government agencies.

10. Be responsible for leadership in technology in areas such as: evaluation of new advances in technology, development of new/improved programs and services, strategic planning, writing policies related to technology, marketing, cooperative ventures, and application development.
11. Maintain appropriate records and submit requested reports.
12. Provide technology consultation for all new/leased MESD facilities.
13. Represent the interests of the district and user community when negotiating vendor contracts.

**OTHER JOB FUNCTIONS:**

1. Work with other agencies as requested.
2. Attend meetings as requested by the Superintendent.
3. Perform other job-related duties as assigned by the Superintendent.
4. Participate in professional development activities.
5. Attend Superintendents' Council Meetings and make requested reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated leadership and management skills including project planning, organization, and budgeting.
- Strong interpersonal skills to foster and maintain collaborative working relationships with K-12 school personnel, community colleges, contracted agencies, and district staff.
- Excellent oral and written communication skills.

**EDUCATION AND EXPERIENCE:**

Successful, progressively responsible data center experience including supervision, development of program-oriented budgets, and multi-project management. Education or experience with programming languages, computer hardware, and network technology.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.