

SURRY COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

Title: **ASSOCIATE DIRECTOR OF OPERATIONS AND PROCUREMENT**

Location: Technology Office

Reports to: Director of Operations and Procurement

Supervises: System-level technology staff, technicians, network engineers, and others as designated

NATURE OF WORK

The Associate Director of Operations and Procurement is primarily concerned with the development, implementation, operation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines. The employee coordinates, and may deliver, staff development on technology competencies needed for teaching the Commonwealth of Virginia's Technology Standards to staff and students. The employee works collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

ESSENTIAL DUTIES:

1. Assist in planning, directing, and managing the operations of the division wide information technology systems.
1. Provides technical leadership, expertise and direction working with district technical staff for design and implementation of information technology security systems.
2. Manages information security risk assessments of district-wide computer systems.
3. Evaluates and responds to Internet-wide security threats in relation to local systems.
4. Coordinates the planning, development and operation of district-wide information technology systems disaster recovery.
5. Develops best technical practices for operating and securing enterprise wide data and information systems.
6. Assists the Director of Operations and Procurement and Technology Staff Support in the long range planning and development of information technology security strategies, systems architecture and policies.
7. Proactively monitors information technology systems district-wide and establishes baseline security models.
8. Works with outside vendors.
9. Models nondiscriminatory practices in all activities.

OTHER DUTIES:

1. Performs any other related duties as assigned by the Director of Operations and Procurement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of computers and related technologies as they apply to pre K-12 education.
- Advanced knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.
- Advanced skill in communicating in critical situations, orally and in writing effectively with all levels of school system staff.
- Mastery skill in technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans.
- Ability to manage financial resources.

SUGGESTED TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited college or university with major course work in computer science, business administration, or a related field; and a valid Virginia driver's license. A Masters degree in computer science or information systems management is desirable.

MINIMUM PRIOR WORK EXPERIENCE:

Five years of job-related experience with demonstrated competence.