



DIRECTOR OF TECHNOLOGY AND PROCUREMENT

Department: Technology

FLSA Status: Exempt

GENERAL PURPOSE

Oversees, supervises, and negotiates all special projects and programs in the school system. Performs all the facility and operation management functions for the school system. Plans, organizes, and supervises the installation and maintenance of all school software and hardware, up to and including: network servers, handheld devices, routers, visual and audio systems for teachers and students, security programs, and school databases. Facilitates SOL testing and records management. Attends school board meetings as required in order to answer and provide information to the board. Supervises the operations staff to ensure the most efficient facility, transportation, technological, custodial, and maintenance operation possible.

ESSENTIAL JOB FUNCTIONS

- Negotiates all contracts with vendors that provide products and services to the school system.
- Ensures that the school system receives the best price for services rendered.
- Approves the purchasing of goods and services in the best interest of the school system after conferring with the Superintendent.
- Assists with budget preparations.
- Trains staff and provides guidelines for purchases within the school system.
- Contacts vendors to determine rates and quotes for renovations to buildings and equipment leased or purchased.
- Oversees all facilities and makes sure they are safe and secure for regular school operation.
- Coordinates all facility improvements.
- Serves as technology advisor on school committees and at the Central Office.
- Oversees and coordinates athletic facility improvements.
- Attends workshops and conferences on behalf of the school system.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Business Management or Business related field required.
- Seven (7) years of related management experience managing many tasks at the organizational level required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of complex software and hardware systems and their applications.
- Knowledge of budget management and development.
- Knowledge of labor, renovation, and facility development.

- Knowledge of online security and database management.
- Skill in the management of several complex, interconnected Internet and Technology systems.
- Skill in oral and written communication and the drafting of proposals and official correspondence.
- Skill in the physical installation of hardware, up to and including, printers, Audio/Visual apparatus, and phone systems.
- Skill in critical thinking and problem solving.
- Skill in the management of multiple teams and coordinating with multiple departments and their objectives.
- Ability to adapt to a dynamic work environment with changing short term objectives.
- Ability to develop, maintain, and achieve long-term organizational objectives.

WORKING CONDITIONS

The employee may be frequently exposed to moving mechanical and electrical components, dust and debris from wood, drywall, and other construction materials, and other hazards incident to the installation of technological systems. Though the employee may be required to work outside in inclement weather and surroundings; the employee will mostly work inside, where the temperature is mild and the audio and visual stimuli are moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the requisite duties of this position, the employee will use hand tools, electric tools, and table-based equipment such as band saws, table saws, and drill presses. The employee may need to operate heavy equipment, such as two-man lifts and tractors. The employee will look at and work with a variety of technological devices, up to and including: tablets, printers, volt meters, cable testers, computers, desktops, servers, and more.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date