

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal & Operational Services, plan, organize, control and direct Information Technology Services operations and activities including the planning, development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications; coordinate and direct projects, personnel, communications, support services and information to meet County Office and school district information technology needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Information Technology Services operations and activities including the planning, development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications; assure optimal allocation of technology systems, resources and personnel; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct projects, personnel, communications, support services and information to meet County Office and school district information technology needs and assure smooth and efficient Department activities; establish and maintain Department time lines and priorities; direct the development and implementation of technology projects, plans, strategies, infrastructure, systems, programs, services, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

networking and user support in response to the needs of the County Office and local school districts.

Assure adequate resources and personnel to meet County Office and local school district computer system and technology needs; initiate personnel transactions as appropriate; estimate time, staff and resource requirements for Department-wide operations and projects; calculate and prepare cost estimates; coordinate and direct related procurement and purchasing functions; develop and negotiate contracts and agreements with vendors.

