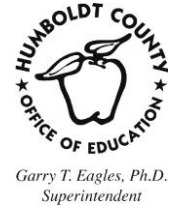


Humboldt County Office of Education

**DIRECTOR, INFORMATION NETWORK SERVICES**  
Classified Management



Garry T. Eagles, Ph.D.  
Superintendent

**Position Summary**

Under general direction of the Assistant Superintendent for Business Services, the Information Network Services Director is responsible for conceptualizing, leading and managing the information network services of the Humboldt County Office of Education. The position requires creativity, adaptability and broad technical expertise in order to manage the daily activities of department personnel, as well as help formulate the overall vision for the use of technology within the local public school system.

**Examples of Duties and Responsibilities**

Researches, plans and implements a wide array of advanced technology services that address instructional and non-instructional priorities for use by internal departments and school district customers; develops, communicates and promotes the organization-wide vision for technology which supports the goals of the organization; directs and supervises the INS staff in support of the vision; assists staff with technical work necessary to insure uninterrupted financial system, networking system and client server services; assists school districts in evaluation and decision-making in matters relating to information systems; coordinates and oversees the installation and maintenance of all data communication networks required for districts to connect to the HCOE systems; supervises and evaluates Information Network Services staff; develops and maintains the department budget; pursues supplemental funding opportunities, such as E-Rate, to efficiently insure the maintenance of current and appropriate technologies; works with other community agency representatives; assists school districts in contract negotiations for services upon request; coordinates and facilitates acquiring computer programs; responds to customer inquiries efficiently and effectively to maintain high customer satisfaction; and does related work as required or assigned.

**Employment Standards**

Graduation from an accredited four-year college or university with a degree in Computer Science or related field and at least five (5) years of increasingly responsible experience in computer systems operations and/or management. Advanced technical experience may be substituted for the formal degree requirement. Experience on both mainframe and microcomputer systems is highly desired.

**Knowledge of:**

- Financial and networking systems and client server technology;
- Principles and practices of effective personnel supervision;
- Principles and techniques of information systems design;
- Principles and techniques of systems operations;
- Principles and techniques of project management;
- Hardware architecture;
- Emerging new technologies.

**Ability to:**

- Work effectively as a member of the leadership team in carrying out the mission of the county office;
- Organize and manage day-to-day activities;
- Supervise the work of a programming task unit;
- Train personnel in the principles and techniques of complex computer systems;
- Plan, organize, direct and motivate the work of others;
- Step in during the absence of other department staff and complete technical work such as, but not limited to, financial system operations, client server programming and LAN/WAN network troubleshooting;
- Effectively evaluate the performance of all staff assigned and foster a positive climate within the department;
- Effectively communicate technical information to non-technical personnel verbally, in writing and in training environments;
- Prioritize work in an environment that is competitive for limited resources;
- Make good financial decisions regarding purchases of technology;
- Work well with other department, divisional and school district personnel to ensure a positive and productive work climate;
- Identify long term directions and implement them strategically, economically and effectively.

**Additional Requirements**

Individuals who serve as Director, Information Network Services provide services in the office as well as in various sites throughout the County, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

**Additional Desirable Characteristics**

- Because of our current system, applicant must possess the aptitude to learn to debug and install updates to the financial services software based on mainframe technology and COBOL language with the support of out-of-the-area software designers and consultants.

CLASS: 9

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