

**DeKalb County School District  
Position Specification**

Title: **Executive Director, Enterprise Applications and Data Services**

<b>DIVISION:</b> Information Technology	<b>GRADE/SCHEDULE:</b> 134
<b>DEPARTMENT:</b> Information Technology	<b>WORKDAYS:</b> 246
<b>REPORTS TO:</b> Chief Information Officer	<b>FLSA STATUS:</b> Exempt
<b>RETIREMENT:</b> Teachers Retirement System	<b>APPROVED (HR):</b> October 1, 2022

**GENERAL STATEMENT OF JOB**

Under limited supervision, provides oversight for the operation, maintenance, and support of the DeKalb County School District’s (DCSD) enterprise business and learning information systems as well as data warehouse. This position also assists the Chief Information Officer in ensuring compliance with established goals and strategic planning by leading an effective data governance strategy throughout the organization.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Essential Functions:**

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

<ul style="list-style-type: none"> <li>Supervises the facilitation and coordination of all activities related to the design, integration, and interoperability of enterprise information systems as well as maintenance and support of data warehousing</li> </ul>
<ul style="list-style-type: none"> <li>Provides expert guidance across the agency in developing standards and procedures which promote data sharing and database integration</li> </ul>
<ul style="list-style-type: none"> <li>Leads and supports technical staff in their efforts to gather requirements from business owners for translation into efficient assessment, data, and technology solutions</li> </ul>
<ul style="list-style-type: none"> <li>Collaborates with division leadership on the implementation of a change management process that ensures information and technology infrastructure decisions are documented, evaluated, and implemented effectively</li> </ul>
<ul style="list-style-type: none"> <li>Collaborates with central office and school-based leadership to ensure accountability in the secure and effective access to enterprise applications and information</li> </ul>
<ul style="list-style-type: none"> <li>Leads and informs information system-related strategic initiatives and operational goals by coordinating evaluation, deployment, and management</li> </ul>
<ul style="list-style-type: none"> <li>Collaborates with IT leadership to inform, implement, and support business continuity and disaster recovery plans and protocols</li> </ul>
<ul style="list-style-type: none"> <li>Meets with representatives of manufacturers, vendors, professional, and business organizations to build relationships, solicit cooperation, and resolve problems including utilizing cost-efficient contracts and agreements</li> </ul>
<ul style="list-style-type: none"> <li>Supervises, builds, and mentors highly motivated, enthusiastic, and skilled staff who have key responsibilities associated with the maintenance of enterprise applications, data warehouse, interfaces, visibility, and governance</li> </ul>
<ul style="list-style-type: none"> <li>Prepares, administers, and monitors appropriate department budgets</li> </ul>

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

- |   |
|---|
| <ul style="list-style-type: none"> <li>Promotes the innovative use of existing technology to District data and business process owners to increase organizational effectiveness and efficiency</li> </ul> |
| <ul style="list-style-type: none"> <li>Performs other duties as assigned</li> </ul>   |

### **MINIMUM QUALIFICATIONS**

- Master's degree in Information Technology or closely related field from a Georgia Professional Standards Commission or approved accredited college or university is required.
- Minimum seven (7) years of leadership/managerial level experience in Information Technology or closely related experience and a minimum of ten (10) years of documented experience supporting technology infrastructure.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission (HR applies for SPL upon hire)
- ITIL Certification, PMP, and/or Six Sigma Certification preferred.
- IAPP's Data Privacy certifications (e.g., CIPM, CIPP Information Security industry certification) preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of principles, practices, and techniques that support the efficient operation of information technology environments including hardware, networking, and telecommunication services.
- Knowledge of strategic planning skills, well-developed leadership and management skills, and the ability to develop new concepts to integrate unrelated processes.
- Knowledge of organizational and department planning and operational procedures and the organization of specifically assigned areas including budgeting and spending, labor issues, and efficiencies.
- Knowledge of principles and methods for establishing goals, objectives, and implementation plans to accomplish technology solutions for identified needs and the role of information and educational technology in an educational agency.
- Skilled in planning and directing in a large technology division that involves coordination and integration of multiple interrelated activities and projects.
- Skilled in preparing and maintaining multiple operating budgets and providing budgetary support and feedback to technology department directors.
- Skilled in formulating and implementing program goals, objectives, and schedules and developing and implementing strategic plans and changes required to achieve agency goals and objectives.
- Skilled in comprehending and interpreting laws, rules, regulations, and policies pertaining to programs and services.
- Skilled in communicating effectively, both orally and in writing
- Skilled in supervising, training, and evaluating the work of assigned staff and establishing and maintaining collaborative relationships with executive staff, departmental directors, vendors, and local and regional technology staff.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

- Skilled in managing client relations to ensure the development of service objective expectations and present ideas and concepts clearly and concisely.
- Skilled in conducting meetings utilizing consensus-building techniques and conflict-resolution strategies.
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization and establish objectives and procedures governing the performance of assigned activities among employees.
- Ability to develop and understand financial and/or operating reports while maintaining confidential information.
- Ability to plan and develop courses of study suitable for adult learners and develop and implement a comprehensive plan.
- Ability to demonstrate sufficient physical stamina to deliver training programs.
- Ability to use relevant computer applications; prioritize assignments and manage multiple tasks simultaneously.

#### **PHYSICAL REQUIREMENTS**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all sedentary criteria are met.

**Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

#### **PERFORMANCE FACTORS**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with people who may be angry, demanding, or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given precise directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*