



Executive Director, Enterprise Applications Data Services

Reports to: Chief Information Officer

Structure/Grade: 134 Unified

Division: Information Technology

Workdays: 246 Days

Position Summary

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 a 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.

Essential Job Duties

- 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
- Provides expert guidance across the agency in developing standards and procedures that promote data sharing and database integration
- Leads and supports technical staff in their efforts to gather requirements from business owners for translation into efficient assessment, data, and technology solutions
- 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
- Collaborates with central office and school-based leadership to ensure accountability in the secure and effective access to enterprise applications and information
- Leads and informs information system-related strategic initiatives and operational goals by coordinating evaluation, deployment, and management
- Collaborates with IT leadership to inform, implement, and support business continuity and disaster recovery plans and protocols
- Meets with representatives of manufacturers, vendors, professionals, and business organizations to build relationships, solicit cooperation, and resolve problems, including utilizing cost-efficient contracts and agreements
- 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
- Prepares, administers, and monitors appropriate department budgets
- Promotes the innovative use of existing technology to District data and business process owners to increase organizational effectiveness and efficiency
- Performs other duties as assigned.

Qualifications

- A Master's degree in Information Technology or a closely related field from a Georgia Professional A Standards Commission or an 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 Support Personnel License.
- 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, and 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 efficiency.
- 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 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 the 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.
- 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.

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 and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 5/7/2025



- Ability to demonstrate sufficient physical stamina to deliver training programs.
- Ability to use relevant computer applications; prioritize assignments and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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