ATLANTA
PUBLIC
SCHOOLS

**JOB DESCRIPTION**
Executive Director (IT Infrastructure & Production Services)

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| **DIVISION:** Office of Performance & Information Technology (PIT) | **GRADE:** 140 |
| **DEPARTMENT:** IT Infrastructure & Production Services | **WORK DAYS:** Annual |
| **REPORTS TO:** Chief Accountability and Information Systems Officer | **FLSA STATUS:** Exempt |
| **CLASSIFICATION:** At-Will | **DATE:** 6/8/2021 |

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles: Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

## POSITION SUMMARY

The Executive Director (IT Infrastructure & Production Services) provides strategic leadership and guidance relating to the district's infrastructure, comprising of Systems, Server hardware, Software, Data Center, Network, Telephony, Storage, & Database technologies.

## MINIMUM REQUIREMENTS

*EDUCATION:*
• Bachelor's degree in computer related major or equivalent experience.

*CERTIFICATION/LICENSE:*
• N/A

*WORK EXPERIENCE:*
• 5 years success in IT Operations and management.

## KNOWLEDGE, SKILLS & ABILITIES

• Experience effectively leading a team of technically-skilled employees in an educational setting.
• Excellent communication skills, both verbal and written.
• Ability to represent the organization when interacting with the state department of education.
• Ability to represent the organization on external boards and with external partners.
• Skills in leading each Director to ensure strategic alignment and efficient execution of tasks.
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• Excellent skills in data displays and interpretation and report writing and presentations.

• Excellent organization and time management skills; prioritize work effectively to meet deadlines.
• Ability to handle multiple concurrent activities.
• Ability to work under pressure.

## ESSENTIAL DUTIES

• Directs all operations related to infrastructure systems hardware and software acquisition, use, support, security, and backup.
• Develops and implements District standards and specifications for hardware, software and computer networking.
• Provides extensive vendor management.
• Participates in contract negotiations for computer hardware, software, maintenance, and related services.
• Works with schools and administrative departments to develop and implement plans to address technology needs, including evaluation of hardware/software and management of information relating to attendance, grade reporting, scheduling, demographic data, and budgetary information.
• Manages, directs and assigns priorities and staff to major projects to ensure attainment of district and department goals and objectives.
• Directs development plans to ensure the ongoing operation and development of staff.
• Develops and implements policies and procedures related to infrastructure systems hardware and software acquisition, use, support, security, and backup.
• Directs and oversees the implementation of a disaster recovery plan.
• Develops a strategic plan for the development and implementation of technology initiatives for both academic and administrative systems.
• Maintains a broad knowledge of state-of-the-art technology, equipment and/or systems.
• Researches and evaluate new technologies and make appropriate recommendation.
• Develops and implements, with others in the district, methods of establishing standards of performance and the measurement thereof to assist operating divisions in the attainment of their own and district objectives.
• Develops policies and procedures and ensure consistent articulation of technology guidelines to the user community and technology staff.
• Develops and implement, with the approval of the CIO and the collaboration of the other executive staff, the type of organization/resources needed to accomplish the district's objectives and programs.
• Directs the maintenance of record and reports necessary for the CIO and other executive staff, to keep the Board informed of the district's progress and future plans.
• Serves as a consulting resource for various departments and instructional teams to establish appropriate technology solutions.
• Ensures that appropriate project management standards are developed, utilized and reported for all major development efforts.
• Develops measurements with and for the CIO and Senior Cabinet members, manage the measurements, deliver the required deliverables, and provide routine progress reports to the CIO to ensure success.
• Leads efforts to construct and implement a district wide technology plan to ensure all technologies are robust, available, monitored, reliable, flexibly, well-performing, industry-standard, and stays ahead of the demands of user community.
• Understands and follows best practices and processes to ensure operational excellence, cost effectiveness, transparency and efficiency with the district.
• Conducts routine evaluations of assigned staff to ensure appropriate skills levels are consistent with departmental demands.

- Develop plans to ensure the recruitment and retention of highly skilled staff as well as the development and promotion of current staff.
- Assists in the development of long-term strategies for growth and maintenance of department resources.
- Develops and manages programmatic and line item budgets.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

## PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification.  In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.
**Hearing:** Ability to tolerate exposure to noisy conditions.
**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.
**Remote Work Requirements:**
**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

*The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex,citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities.  Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

*This job description is intended to accurately reflect the duties, responsibilities and requirements of the position.  It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.  Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.*