Job Description

POSITION TITLE:	**Director I – Infrastructure and Security Services**	**#6128**
	CodeStack	
	Office of the Superintendent	

SALARY PLACEMENT:	**Senior Management Salary Schedule**
	Range I

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree with a concentration in computer-related technology and/or Business Administration or equivalent experience in management information systems. Experience in educational administrative systems; Microsoft SQL Server or Oracle; Windows and Windows server software experience; working knowledge of PC based application and hardware; working knowledge of TCP/IP networks; experience in object-oriented programming environment; ability to manage large scale hardware and software deployments in physical as well as virtual and cloud environments.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:
Five years of full-time systems and database administration in a large-scale information technology environment. Advanced database management training and at least five years' experience in the design and implementation of database management systems including full backup and restore techniques. Experience in Microsoft SQL or Oracle. Experience in creating and managing Virtual & Cloud Server environments; Experience in managing technical staff. Experience with Internet Information Services (IIS). Knowledge of load balancing and security appliances (reverse proxies & web application firewalls).

KNOWLEDGE, SKILLS, AND ABILITIES:
Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of database management software systems such as SQL or Oracle. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Knowledge of program evaluation and data collection.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of principles and methods of database design, implementation, and management; capabilities and limitations of Unix, Windows and Windows server family software; utilization of PC based personal computing systems; Microsoft SQL, or Oracle database management systems; networking fundamentals.

DISTINGUISHING CHARACTERISTICS:
The Director I series represents advanced management positions and has three levels.

SUMMARY OF POSITION:
Under the general direction of the CodeStack Division Director. The CodeStack Director I will design, test, maintain and document database systems; install and maintain systems software on Windows, Windows Servers and Virtual

Servers using Hyper-V & VMWare; Manage Infrastructure Services staff; Responsible for the installation and management of security and anti-virus software; provide guidance and assistance in the design and maintenance of other RDBMS databases.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Prepares information for budgets.
13. Design, test, implement, and maintain Microsoft SQL, and other RDBMS databases.
14. Coordinate changes and security, test and implement the database, applying knowledge of database management systems.
15. Establish and calculate optimum values for database parameters.
16. Design and implement on-site and off-site backup processes and disaster recovery for all systems.
17. Responsible for the formulation of systems and database standards, and assist in the creation of departmental policies and procedures.
18. Implement new and revised databases using SQL Server or other RDBMS database software.
19. Install and maintain system software on Windows servers.
20. Analyze existing or proposed projects and requests to determine the feasibility for technical adaptation; prepare cost estimates for these proposed projects; documents and present written reports detailing the analysis performed.
21. Responsible for the research, planning, and implementation of new products and services that will enhance the technical productivity of the department and increase the levels of service to the user community.
22. Manage and maintain Domain Name Registrations and Security Certificates.
23. Maintain hosting environment for numerous large Software as a Service applications.
24. Manage organization Active Directory.
25. Manage organization physical, virtual and cloud server environment.
26. Manage Security and Load Balancing Appliances.
27. All other duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

2/10/2020 final sc