

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**

**Position Description**

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<b>TITLE:</b>	Manager, Management Information Systems	<b>REPORTS TO:</b>	Director of Technology
<b>DEPARTMENT:</b>	Technology	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	225 Days
<b>BOARD APPROVAL:</b>	April 9, 2002 Revised October 20, 2009	<b>SALARY:</b>	Range E1 Management Salary Schedule

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**Summary:** Under general supervision this position manages complex management information systems with considerable independence, including adding new functions to such systems, adding new users to such systems, and enabling new data access options to such systems. Supervises assigned staff. Plans, organizes, directs, and supervises system planning, development and applications programming activities, and contract services.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Develops and makes recommendations to the Director of Technology regarding long range and short range plans for the implementation of software/hardware upgrades and replacements and for additions or changes to information systems technology. **E**

Manages the operation, security, and data integrity of all district student information, finance, accounting, personnel, payroll, purchasing, and other data management systems, directing the work of appropriate staff members. **E**

Runs complex projects/programs from design and development to production; plans and schedules project deliverables, goals, and milestones. **E**

Plans, organizes, coordinates, and supervises MIS employees and contractors as directed. **E**

Plans and coordinates training and workshops for district staff as needed. **E**

Coordinates MIS needs and activities with other district departments under the direction of the Director of Technology. **E**

Supervises the preparation of reports from networked databases; maintain integrity of networked databases. **E**

Leads, supports and participates in the activities of project teams in feasibility studies, systems planning, testing, and other activities for the procurement, development, implementation, and maintenance of administrative systems applications. **E**

Assesses and evaluates MIS and other software and hardware needs, recommend purchases; resolves user difficulties; contacts software and hardware vendors as necessary to troubleshoot problems. **E**

Provides training to staff and users; responds to technical questions; prepares and presents in-service sessions regarding assigned programs; travels to user sites as necessary. **E**

Assesses the effectiveness of MIS through formal meetings and informal communication with users. **E**

Manages the standard District networked databases and assure availability of management information for District administrative staff. Researches and implements data extracts and imports to and from district networked databases. **E**

Evaluates user needs; analyzes administrative activities and performs feasibility studies to determine appropriate resolution of users' operating problems; develops procedures that are compatible with purchased software. **E**

Maintains or seeks current information on resources relevant to the position. E

Performs related duties as assigned.

Maintains a positive, helpful, resourceful attitude and working relationship with the supervisor, team members, other District employees, the Board of Education, students, parents and the general public at all times in all circumstances.

## **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

### **EDUCATION AND EXPERIENCE:**

Any combination of experience and education equivalent to: graduation from an accredited four-year college or university with a computer science or related degree; three years of experience in an MIS environment in a large organization, including at least one year of project management experience, and one year of experience in management, operations and employee supervision.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and the ability to transport self to any district location.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **KNOWLEDGE OF:**

- General and detailed knowledge of Management Information Systems.
- Principles and techniques of systems analysis, procedures analysis and development, and applications development.
- Knowledge of data mining and use of MS SQL server, Oracle, or other significant relational databases; strong SQL knowledge and experience preferred.
- Desktop application software and networked databases in a school district or corporate environment.
- Principles and techniques of mainframe, personal computer, and client server software and systems.
- Capabilities, operation and utilization of computer systems and related equipment.
- Requirements and restrictions of database concepts, understanding of data export and import options and practices.
- Legal requirements, codes and guidelines related to assigned projects.
- Principles and practices of training and providing work direction.
- Project and program planning techniques, scheduling and control.

### **ABILITY TO:**

- Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
- Work independently under the general direction of the Director of Technology.
- Plan, direct, train, supervise, and evaluate the work of assigned staff.
- Coordinate meetings requiring the cooperation and participation of diverse staff members.
- Lead major complex projects.
- Analyze complex information needs and recommend appropriate computer system applications.
- Analyze and evaluate information processing problems, plans, procedures, and requirements; report research findings.
- Analyze and evaluate potential effectiveness of prospective software applications; report research findings.
- Troubleshoot and solve problems quickly and accurately.
- Perform software and systems analysis for cost efficient, auditable and secure systems.
- Develop test techniques to test complex computer software programs.
- Conduct surveys and studies to assist in determining district, user and system needs.
- Establish and maintain effective working relationships with others.

**LANGUAGE SKILLS:**

- Ability to read, write, hear, and speak in English;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals;
- Skill in writing routine draft instructions, reports and correspondence;
- Skill in speaking effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Generally works in an indoor environment. Some travel from worksite to worksite.

**PHYSICAL ABILITIES:**

Standing or sitting for extended period of time; hearing and seeing to observe and respond to computer functions, hearing and speaking to exchange information; lifting moderately heavy objects; reaching overhead and above the shoulders to retrieve materials and supplies; kneeling or crouching to install computer software or peripheral equipment; bending at the waist; dexterity of hands and fingers to operate a computer keyboard.

**HAZARDS:**

None known.

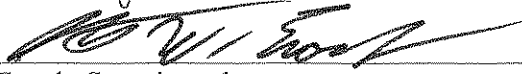
**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

**APPROVALS:**

  
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Roberta J. Silverstein, Assistant Superintendent of Human Resources

10/26/09  
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Date

  
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Steven Enoch, Superintendent

10/29/09  
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Date