

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Chief Information Officer	<b>CLASSIFICATION:</b>	Non-Represented Management – Superintendent’s Cabinet, Classified
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	6049	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Technology Services	<b>SALARY:</b>	Range 29 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>CABINET APPROVAL:</b>	02-11-15

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**BASIC FUNCTION:**

Provide proactive, collaborative leadership in the development, execution, support, and evaluation of a robust and comprehensive information technology (IT) system focusing on innovation, efficiency, and implementation of effective 21<sup>st</sup> century telecommunication and technology practices that will aid the District in providing the highest quality educational programs and services; serve as a member of the Superintendent’s Cabinet; and assist with developing system-wide budget, plans, policies and activities.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Plan, develop, direct, coordinate, and maintain a robust and comprehensive infrastructure, architecture, and program that support the use of technology and information effectively and efficiently in an integrated manner for both instructional and administrative functions. **E**

Provide technology vision and leadership for developing and implementing IT i JTJ1(e)9(7)11(y)A

Institute quality controls such as a system of check and balances with contractors, consultants, and others who share in the process of IT devel

Ensure appropriate equipment, materials, and human capital resources are available to meet District technology needs and goals; maximize the use of resources in support of Board-adopted District goals; review, evaluate, and make recommendations for procurement of computer hardware and software for classroom, computer laboratory, and business use. **E**

Monitor, direct, and control the storage of and access to critical District data to assure confidentiality and security; direct all departmental activities; monitor and direct the physical maintenance of the District's computer, applications, telecommunications assets, and printing/media in support of the delivery of technology. **E**

Attend Board of Education meetings; prepare and present agendas and reports to the Board as requested by the Superintendent; interpret impact of proposals as necessary; make presentations to the Board, Superintendent's Cabinet, site personnel, and community groups. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public; execute special assignments. **E**

Develop and prepare the annual departmental budget; analyze and review budgetary and financial data; control and authorize expenditures in

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, provide personal automobile, and proof of insurance; Administrative Services Credential preferred. Must be willing to attend evening/weekend meetings and/or activities.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, control, administration, and

Analyze and resolve critical issues with significant organizational impact. Plan and organize work to meet schedules and timelines.

Supervise and evaluate the performance of assigned staff. Operate a computer and related software.

Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; fast-paced work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, monitor a variety of activities, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to