

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Enterprise Technology Solutions
Department: Technology and Information Services / Enterprise Technology
Reports to: Chief Technology and Information Officer
Prepared Date: June 8, 2016

SUMMARY OF RESPONSIBILITIES

Provide leadership in all aspects of enterprise technology solutions. Responsible for the continuous improvement cycle that provides superior networking and wireless infrastructure, hardware and software solutions and support, and a high-functioning enterprise technology team all focused on helping educators provide the best instructional environment, and administration and support staff with the tools needed to positively impact the school system.

DUTIES AND RESPONSIBILITIES

- Attracts and develops a collaborative support team that is focused on solutions and customer support.
- Acts as a resource that both guides and supports the overall direction of digital learning plan for the school district.
- Guides a continuous improvement process for all aspects of enterprise technology by establishing goals and processes by which those goals will be met.
- Directs and coordinates long-range planning for the Enterprise Technology division.
- Provides for budgetary leadership for the departments within the Enterprise Technology division as well as a resource, and guide other departmental budgetary development.
- Develops positive relationships with Cabinet Administration, Building Principals, Support Staff, and other Operational Departments.
- Is personally knowledgeable about trends in enterprise technology management and develop new systems and processes as part of a continuous improvement cycle.
- Consistently monitors the health of enterprise technology services and advise when changes in structure, staffing, or other resources would better meet the goals of the school district.
- Ensures the long term viability of processes through documentation, training, and any other methods necessary to manage a complex enterprise environment.
- Develops processes for large-procurements.
- Serves as a member or chair of district committees that provide planning and direction for Enterprise Technology.
- Perform other tasks and assume other responsibilities as assigned by the Chief Technology & Information Officer.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 Client Support Services Supervisor, and 4 Network Coordinators and 1 department secretary. Indirectly supervises Technology Support Specialists (II and III) and Technology Support Assistants. Carries out supervisory responsibilities in accordance with the

district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree with emphasis in technology management.

Requires ten years related experience, preferably in an educational setting; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Demonstrated ability to manage a large team of employees to achieve a successful and supportive enterprise technology environment.

Demonstrated understanding of key aspects of technology and how to successfully integrate best practices into a large team environment.

Demonstrated ability to build positive, trusting, and collaborative relationships with key stakeholders.

Ability to be successful in high-pressure situations.

Must demonstrate a primary focus on outcomes-based solutions.

Excellent organizational and management skills.

Excellent communication skills including writing, speaking, and listening.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.