

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Executive Director Enterprise Systems	Wage/Hour Status:	Exempt
Reports To:	Assistant Superintendent for Technology Services	Pay Range:	892
Dept./School:	Technology Services	Date Revised:	3/4/2022

Primary Purpose:

This position will plan, direct, and manage the Information Systems department in order to ensure the development and implementation of cost-effective enterprise systems, applications, data management, and reporting solutions to meet the instructional and operational needs of the district.

Qualifications:

Education/Certification:

Bachelor's degree in Computer Science, or related field preferred

Experience:

Ten years of relevant work experience, with a minimum of five years in a senior management position where professional and management capabilities are clearly demonstrated

Special Knowledge/Skills:

Demonstrated knowledge and experience in systems architecture, application development, data warehousing, data modeling, and data management

Demonstrated knowledge and experience using Systems Development Life Cycle (SDLC) and Agile methodologies

Demonstrated knowledge and experience building business requirements and workflows to tailor applications to stakeholder's specific needs and satisfaction

Experience managing, maintaining, and integrating an enterprise resource planning (ERP) system across all business operations. Preferably in an education environment

Experience designing and developing enterprise and departmental business intelligence and data warehousing solutions

Experience designing and implementing ETL processes in support of business analytics and reporting

Knowledge of research techniques, methods and procedures to develop best practices and resolve technical issues

Excellent verbal and written communications skills

Ability to manage multiple priorities effectively

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Ability to develop and maintain effective working relationships

Major Responsibilities and Duties:

Oversee the Information Systems Department and ensures all enterprise systems and databases meet the instructional, operational, and informational needs of the district

Lead with a continuous improvement mindset; ensures the development, testing, documentation, implementation, and maintenance of high quality information systems solutions on various server platforms, adhering to established methodology and practices, and in accordance with objectives

Establish policies, standards, practices and security measures to ensure effective and consistent information processing operations and to safeguard information resources

Drive processes to optimize utilization of all resources, add significant value and control or reduce costs work closely with departments, peers, and vendors to establish and enhance service level objectives, ensure high quality, timely and efficient delivery of services, and provide consulting to improve effectiveness

Support integrated ITIL processes with Incident, Change and Problem management, develops plans to resolve problems and prevent them from recurring; maintains high service levels for the user community in accordance with SLAs; ensures all changes are well communicated, coordinated, and documented.

Hands-on technical depth enables direct oversight, problem-solving leadership and participation for complex application and database development, data management, systems integrations and operational troubleshooting

Work collaboratively to solve business problems through analysis of existing systems, applications, and processes; define enterprise, domain and platform target state architectures and build roadmaps for implementation

Translate business needs into high-level technical designs for business intelligence and data warehousing solutions. Design, implement, and maintain standardized, centralized data sources and repositories for business analytics and district reporting

Strategize and plan for the implementation of AI/ML into the enterprise and the next generation of business analytics

Select, develop, and motivate qualified staff to effectively carry out department functions and provide for the continuity of managerial and specialized skills

Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives

Budget and manage cost by participating in annual budgeting, ongoing forecasting and making prudent procurement decisions

Establish and maintain a high level of customer trust and confidence in the team's knowledge of and concern for educational and business needs

Be customer service oriented and maintain a professional approach regarding all district matters

Perform R&D, remain knowledgeable of emerging trends in technology, and keep abreast of innovative practices attain and keep current, relevant technology certifications

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Perform other functions that may be assigned by administration and/or supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Equipment Used:

Computer, scanner, printer, copier, calculator

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 3/4/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature:

Date:
