

DEPARTMENT OF EDUCATION
STATE OF HAWAII

INFORMATION SYSTEMS SERVICES DIRECTOR, EO-10

DUTIES SUMMARY:

Directs the activities of a major organizational unit responsible for developing and implementing a statewide educational information system; coordinating all data processing activities for the department; providing a comprehensive student information services program; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by its responsibility for directing the activities of a major organizational unit responsible for developing and implementing a statewide educational information system; coordinating all data processing activities for the department; and providing a comprehensive student information services program under the general direction of the Assistant Superintendent, Office of Information Technology Services.

Positions in this class are given wide latitude in planning, scheduling, and coordinating the day-to-day activities of the unit. They carry out ongoing programs through intermediate supervisory personnel with delegated responsibility for specialized program areas. Controls imposed are generally in the form of prescribed objectives with time limitations on special project assignments.

EXAMPLES OF DUTIES:

1. Provides general administrative and technical direction over the branch.
2. Develops, designs, and implements procedures for an Educational Information System in the Department.
3. Coordinates all DOE activities relating to Electronic Data Processing.
4. Plans, organizes, coordinates, directs, supervises and evaluates the development and implementation of a statewide student information system.
5. Confers with high level administrative and technical personnel in the Department and in county, state, and federal agencies to facilitate the accomplishment of program requirements.
6. Advises school, district, and state personnel on problems relating to the broad functional areas.
7. Assists or represents the Assistant Superintendent in presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
8. Serves on special task forces or other committees as required by the Assistant Superintendent.
9. Conducts special studies, makes recommendations, and prepares and submits reports to the Assistant Superintendent as required.
10. Participates in the collective bargaining process by reviewing and approving prepared data

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and reports and acting as the consultant in the broad functional areas for the administration of all negotiated contracts.

11. Reviews and approves the operating budget and expenditure plans for the branch and monitors the expenditure plan.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a Master's degree in public administration, business administration, educational administration, engineering, mathematics, economics, information sciences, or related fields; or a Bachelor's degree plus thirty (30) semester credits in public administration, business administration, educational administration, engineering, mathematics, economics, information sciences, or related fields; and nine (9) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely-related fields, including two years of administrative experience in the broad functional area of responsibility.

Knowledge of: Principles, theories, and practices of information sciences, business management, statistical research and quantitative analytical methods, project management techniques, supervision, administration, departmental organization and functions, and accounting; and principles and practices of public relations, and budget preparation.

Ability to: Plan, organize, direct and review the work of a staff of professional, technical and clerical personnel through intermediate supervisors in the planning, development, and implementation of the Education Information System and the student information services program; coordinate the Department's data processing activities with other organizations; provide sound recommendations based on findings and conclusions; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.