

## DIRECTOR OF IT, ASSET AND SOFTWARE COMPLIANCE

### DEFINITION

Plans, organizes, and directs the activities of the District IT Asset and Vendor Management program. Uses integrated software solutions that work with all departments that are involved in the procurement, deployment, management and expense reporting of IT assets.

### TYPICAL DUTIES

Directs and oversees District-wide software enterprise licensing agreement; participates in the development and implementation of policies and procedures to ensure software compliance. Meets with division administrators and other District employees to evaluate and discuss the needs for new and/or modified systems and makes recommendations to the Chief Information Officer. Participates in the negotiation, administration, and evaluation of contracts for equipment and services.

Meets with vendor representatives to evaluate products and services and to negotiate the timely and cost effective delivery of hardware, software, and contract services.

Makes representations to division management and vendors regarding identified needs, proposed solutions, business strategies, and project status.

Plans and administers the budget, controls expenditures, and allocates resources for asset management system software compliance resources.

Oversees the division warehouse and manages and tracks IT inventory.

Manages the District-wide asset management database and all associated files to minimize District costs by monitoring and tracking inventory and maintaining accountability to reduce the risks of loss and theft.

Monitors, oversees, and tracks IT assets purchased using the E-Rate program, ensures compliance with Federal and State regulations, and serves as the point of contact during E-Rate audits.

Manages the maintenance of records and databases containing information regarding licenses, warranties, and service agreements for the District's hardware and software to minimize the District's costs through product standardization and tracking.

Participates in the evaluation of evolving technology and the cost-benefit analysis of that technology relevant to software licensing and compliance.

Performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of IT, Asset and Software Compliance provides direction for the operational design, planning, implementation, and architectural development of the District mobile device management system, enterprise licensing agreement, and asset management.

The Director of IT, Support Services assists in the overall administration of the Information Technology Division, carries out special projects, and oversees all funding and contract aspects of information technology programs.

A Senior Technical Project Manager directs major activities involved in planning, development, and implementation of a major software applications system and may supervise and coordinate efforts of Technical Project Managers.

## SUPERVISION

General direction is received from the Director of IT, Support Services. General supervision is exercised over lower-level managerial, technical, and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Project management, including the development of budgets, timelines, and staff allocation
- Administrative practices and procedures within the District
- Principles of public relations and communication
- Principles of business decision-making
- Basic District Personnel Commission rules, regulations, practices, and policies

### Ability to:

- Explain technical terminology to non-experts
- Manage budget within parameters established
- Manage and develop internal staff and external consultant and contract staff in a team environment
- Give feedback and work direction
- Negotiate with external vendors, contract staff, and other District departments
- Speak effectively and make presentations before a variety of groups
- Assess information systems and communication user needs, and identify appropriate technologies
- Analyze business processes and determine technology use to increase efficiencies
- Analyze and evaluate data on a wide variety of subjects, such as human resources, government accounting, data warehousing, and student information
- Make, support, and explain recommendations
- Provide leadership and prioritize projects

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a bachelor's degree in business, engineering, computer science, or mathematics. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Experience:

Six years of management experience in an information technology environment, including experience in managing large-scale budgets, implementing projects, or assessing information systems needs of at least 5,000 users, and the design process. Two of the aforementioned experience must include management of large-scale software compliance monitoring or asset management systems.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTES

1. Exempt from FLSA.
2. Management class exempt from bargaining unit.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class

03-20-13

SJ

Updated

05-28-25

Transportation

Language Only