

DIRECTOR OF INNOVATION AND SYSTEMS SOLUTIONS

TITLE: Director of Innovation and Systems Solutions

REPORTS TO: Superintendent's Designee

SUPERVISES: Assigned Staff

JOB FUNCTION: Provides direction for the integration of hardware and software to support district business operations and administrative functions.

MEASURES OF SUCCESS:

Annual Reviews Indicate:

- Streamlined district technology systems to ensure efficiency
- MUNIS system availability and appropriate security as required for district jobs.
- Administrative processes and procedures are efficient, user-friendly, and paperwork demands.
- Increased use of available MUNIS programs to incorporate best practices for all MUNIS operational areas.
- Knowledge of available technical resources for users at the school and district level disseminated.

DUTIES AND RESPONSIBILITIES:

- Coordinate the management and implementation of new modules related to the District Administrative System (DAS) as mandated by the Kentucky Department of Education, and as needed by the district.
- Ensure alignment of technical solutions across the district with Munis and other software systems.
- Analyze administrative, operations, and data needs of the district and recommend strategies for improving efficiency, data flow, and business processes using technology.
- Serve as a liaison/primary consultant with district departments, schools, and software vendors for technology projects related to MUNIS and any additional technical solutions.
- Facilitate cross-departmental teams that work to identify, prioritize, and implement business process solutions and system modifications to maximize functionality, improve efficiency, and meet district-wide business policies and processes.
- Develop and expand use of enterprise query/reporting tools to improve operational, and financial decision making.

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- Manage system administration, including configuration, workflow/approval processing, and user security access for all related MUNIS applications including MUNIS Self Service and Tyler Content Management.
- Develop and implement project management efficiencies to ensure timelines are implemented and remain on the identified trajectory.
- Collaborate with district team and school administrators to establish and monitor high standards for excellence with students, teachers, staff, and other stakeholders
- Prepare annual reports and disseminate information regarding the implementation and evaluations of new and innovative programs.
- Identify potential issues and obstacles and proactively takes action to create and implement technical solutions.
- Oversee daily operations of the system and all related MUNIS applications including MUNIS Self Service and Tyler Content Management. Manage systems administration and customer support to over 500 MUNIS users.
- Manage the interface of MUNIS data with other systems and monitor the integrity and quality of the data shared between other systems.
- Function as system administrator of MUNIS related software and modules. Supervise programming and software application development activities as needed.
- Manage system security to ensure data integrity against intentional or accidental loss or damage. Assist with development of disaster recovery plan.
- Assist with development of a disaster recovery plan.
- Keep operating system software current by managing installation of the latest versions. Monitor and oversee installation of cumulative program updates as they become available.
- Plan for adequate capacity to ensure that resources are available to satisfy current and future system requirements. Monitor system performance and make necessary adjustments to ensure maximum performance.
- Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintain regular attendance.
- Perform other duties as assigned.

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KNOWLEDGE OF:

- Coordinating support with Kentucky Department of Education and Tyler and any other third party software companies interfacing with MUNIS.
- Programming development, programming utilities, database design, performance tuning, device configuration, and system security.
- Financial operations including the Chart of Accounts, Accounting, Budgeting, Fixed Assets, Accounts Payable, Accounts Receivable, Payroll, Human Resources, Purchasing, and Financial Reporting
- School governmental procedures and regulations; specifically generally accepted auditing standards (GAAP) and Governmental Accounts Standards Board regulations (GASB).
- Strong customer service orientation and experience.
- Ability to articulate ideas with staff at all levels of technical or nontechnical backgrounds.

ABILITY TO:

- Translate business functions into database and design concepts for the evaluation of available software.
- Oversee the training of users to apply new software to support business/operations and data communications functions.
- Plan, organize, and supervise the work of a staff of department personnel.
- Produce clear, precise written and oral ideas, information, and reports.
- Plan and manage the direction and performance of team projects.
- Ability to coordinate multiple assignments, conflicting priorities, and diverse needs.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push, or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in accounting, computer science, or business related field.
- Five (5) years combined successful experience in financial software implementation or upgrades, system administration, maintenance and support.

Original Date: 08/1996

Revision Date: 07/2011

Revision Date: 06/2017

Revision Date: 11/2021

Administrative Additive Level 8