

### **HEAD START INFORMATION SYSTEMS MANAGER**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, developing, and managing the technological operations of Navajo Head Start; plans and oversees major system development projects and maintenance of related systems; plans and manages the installation, configuration, and administration of computer and network equipment; supervises the acquisition and installation of software systems; develops and implements an educational technology plan; develops and implements network systems and procedures; trains and assists staff in the use of software applications; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Manages the technological operations of Navajo Head Start; plans and oversees major system development projects and management of ongoing maintenance of related systems; designs all major components, such as files and databases; develops and administers a technology plan that interfaces with Navajo Nation Department of Dine Education Technology Information Systems; plans, develops and implements a computer network ensuring accessibility for all offices and centers; plans and manages the installation, configuration and administration of Navajo Head Start computer and network equipment; oversees the maintenance of computers and educational software; works collaboratively with Assistant Superintendent and management team on the development and implementation of an educational technology plan; develops and maintains program website.

Provides technical assistance and support to staff; determines needs, program, test and debug; researches appropriate programming tools and techniques; plans network infrastructure to accommodate growth and changing organizational needs; researches emerging technologies and their impact on program; makes recommendations for purchase of computer networks, computers and peripherals; oversees the preparation of bid specifications and price quotations as required by federal guidelines; oversees the development of a central purchasing and inventory system of all technology equipment and supplies; plans and budgets for the development of technology services in coordination with the Assistant Superintendent; communicates technology related concerns and budgetary constraints; participates in annual budget planning and strategic planning processes.

Plans, assigns and reviews work of technical staff; advises staff on management information system; evaluates and implement the Navajo Head Start Student Management System (Child Plus); provides communication and guidelines leading the technology plan; provides written reports and presentations; works with all stakeholders in providing technical leadership for program assessment and monitoring; plans, develops and implements computer training for Head Start staff, parents and others; develops and supervises the development of written documentation for software applications and procedures; documents network systems and procedures.

Monitors functional area to ensure compliance with requirements of Head Start Performance Standards, local, state and federal regulations; researches, interprets, develops and revises policies involving technology related matters; establishes and maintains contact with staff, vendors and policy council to share information with agency staff to clarify policy or regulations; makes formal presentations as requested; serves as member of the department's management team; attends meetings, trainings and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

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### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures.  
Knowledge of computer system, network design and analysis.  
Knowledge of common user problems and complaints.  
Knowledge of internal control procedures and management information systems.  
Knowledge of budget formulation, statistical methods and forms.  
Knowledge of data processing and computer applications for financial operations.  
Skill in researching, compiling and preparing reports and related information.  
Skill in oral and written communications; making presentations and providing training.  
Ability to stay current with new technological developments relating to computers.  
Ability to analyze complex procedures and systems and develop problem solving strategies.  
Ability to supervise and carry out the analysis and preparation of reports and budgets.  
Ability to handle highly stressful and sensitive situations in a professional manner.  
Ability to establish and maintain effective working relationships with others.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Computer Science, Computer Information Systems, Computer Engineering or a closely related field; and four (4) years of progressively responsible experience in network and analysis of systems, operations and procedures, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must pass a criminal background check, fingerprinting and employee assessment prior to date of hire; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit. Additional license or certification may be required.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.