BUFFALO BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
720 CITY HALL
BUFFALO, NEW YORK 14204

RECRUITMENT BULLETIN #21-512a March 16, 2022

BUFFALO BOARD OF EDUCATION VACANCY

Civil Service Residency Requirements will apply for non-certificated candidates

POSITION: CHIEF TECHNOLOGY OFFICER - EXEMPT

SALARY: BY CONTRACTUAL AGREEMENT

LOCATION: IT Department, Room 809 City Hall, Buffalo, NY 14202

APPLICATION: CANDIDATES FOR THIS POSITION SHOULD COMPLETE AN APPLICATION AVAILABLE ONLINE AT www.buffaloschools.org

Applications successfully received will generate a confirmation email to the account listed on the application. If you do not receive a confirmation email, we cannot guarantee that your application was received. You must submit an application until you receive a confirmation email.

OVERVIEW:

Buffalo Public Schools (BPS) has begun a period of change that seeks to transform the district and its schools. A significant level of local, state, and federal attention and investment in the Buffalo Public Schools has characterized the last few years providing an incredible opportunity to ensure that all of its students graduate prepared to succeed in college or a well-paying career.

Under the leadership of Interim Superintendent Dr. Tonja Williams, the Buffalo Public Schools has entered into the Education Bargain with Students and Parents. Currently, the Buffalo Public Schools is seeking highly competent, motivated, dedicated and fully engaged individuals to accept leadership roles throughout the District’s 59 schools and Central Office to serve the academic, emotional and physical needs of approximately 34,000 students through the essential elements of the Education Bargain. The Superintendent is leading a talented and committed leadership team with the aim of moving BPS toward world class status and preparing all students for success.

RESPONSIBILITIES:

- Develops and executes strategic plans to optimize the use of IT in support of District goals and technology objectives;
- Participates in policy and decision-making regarding resource allocation and future direction and control of IT in the schools;
- Advises on evaluation, selection, implementation and maintenance of IT, ensuring appropriate investment in strategic and operational systems;
- Provides responsive advice, communicates concerns and reports on trends in the IT industry;
- Coordinates all projects related to selection, acquisition, development and installation of IT;
- Develops and maintains policies and standards relating to the acquisition, implementation and operation of IT and communications systems;
Establishes IT service level agreements with user organizations and monitors IT systems performance to ensure service levels are being met;
Researches and evaluates alternatives for the enhancement or re-engineering of IT;
Develops, coordinates and manages the incorporation of enhancements to and re-engineering of the District’s systems, in keeping with the needs and objectives of the enterprise;
Provides quality service to end users in needs analysis, solution recommendation, vendor selection, implementation, training and post-installation support;
Ensures that enterprise information systems operate according to internal standards, external accrediting agency standards and legal requirements;
Develops and enforces policy and procedures to ensure the protection of District IT assets and the integrity, security and privacy of information entrusted to or maintained by the District, including student records;
Develops and maintains an enterprise-wide recovery plan to ensure timely and effective restoration of IT services in the event of a disaster;
Recruits, develops, motivates and monitors performance of assigned information management staffing conformance with budgetary objectives and personnel policies;
Ensures appropriate training programs for the organization are in place to attract, develop and retain the key personnel required to support information services;
Develops and maintains the annual operating and capital budget for the District’s IT initiatives consistent with District priorities and established financial guidelines;
Monitors IT activities and costs as related to the overall utilization of resources required to meet operational requirements;
Develops and maintains organizational policies and standards aimed at minimizing costs related to the acquisition, implementation and operation of IT systems;
Maintains contact with IT suppliers and maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels;
Evaluates alternatives, performs appropriate cost benefit analysis and recommends solutions that minimize costs commensurate with acceptable risks;
Facilitates negotiations for all IT acquisitions contracts and advises on same;
Reviews District-wide hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate;
Develops, when possible and appropriate, District wide master purchase or lease agreements for hardware, software, maintenance and telecommunication services;
Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of business administration, organization and management in education;
- Thorough knowledge of data processing methods and procedures and computer software systems;
- Thorough knowledge of the techniques and concepts used in designing and creating data structures and procedures to insure data security, data base back-up and recovery;
- Good knowledge of equipment and computer systems and their integration capabilities;
- Good knowledge of systems design and development, including analysis, feasibility studies, software design, programming, pilot testing, installation and evaluation and operation management;
- Good knowledge of project management for information technology;
- Budget preparation, allocation and utilization;
• Ability to effectively communicate both orally and in writing, including the translation of complex technical language to lay community;
• Administration;
• Ability to negotiate with vendors;
• Ability to develop and maintain good working relationships with management, staff, and outside vendors;
• Ability to maintain a high degree of confidentiality and trust;
• Good sound judgment;
• Physical condition commensurate with the duties of the position;

MINIMUM QUALIFICATIONS

(A) Master’s Degree from an accredited college or university in Computer Science, Management Information systems or a closely related field and **five** years of full-time administrative experience in a school or business setting that includes the design and/or development of an integrated management information system with telecommunications functions and services, and management of an annual budget including allocation and utilization;

OR

(B) Bachelor’s Degree from an accredited college or university in Computer Science, Management Information systems or a closely related field and **seven** years of full-time administrative experience in a school or business setting that includes the design and/or development of an integrated management information system with telecommunications functions and services, and management of an annual budget including allocation and utilization;

OR

(C) An acceptable New York State Education Department Educational Administrative Certification, including School Business Administrator, School District Administrator, School District Leader, or School District Business Leader and **ten** years of full-time administrator experience in an urban school district or private industry, responsible for the design and/or development of an integrated management information system with telecommunications functions and services, and management of an annual budget including allocation and utilization. Candidates must be New York State certified in the tenure area for which they are applying. **It is required that candidates must attach a PDF or a screen shot of their certifications.**

**NOTE:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of all of the above must be presented at time of appointment.

**APPLICATION:** CANDIDATES FOR THIS POSITION SHOULD COMPLETE AN APPLICATION AVAILABLE ONLINE AT www.buffaloschools.org (Recruitment Bulletin number *must* be included on application)

**APPOINTMENT:** Appointments are subject to the review of the Board of Education upon the recommendation of the Superintendent following the approval of the City of Buffalo Civil Service Division. Personal interviews shall be scheduled where appropriate.

The Buffalo Board of Education is an Equal Opportunity/Affirmative Action Employer.

**FINAL FILING DATE:** Until filled
APPROVED:

Dr. Tonja Williams

Interim Superintendent of School