# Coordinator of Information Technology (IT) Business and Process

*This position was reposted on **June 21, 2022** and closes **July 21, 2022**.*
*First consideration will be given to those applications submitted by **July 5, 2022**.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our *Strategic Call to Action*, our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit https://www.hcpss.org/employment/.

## DESCRIPTION

Under the direction of the Director of Information Technology (IT) Business and Services, the Coordinator of Information Technology (IT) Business and Process will develop procedures, systems, and best practices to govern technology assets. The Coordinator will be responsible for the planning, execution, delivery, and oversight of a portfolio of technology-related projects, tasks, and initiatives related to technology assets across the school system on time and within scope and budget.

## ESSENTIAL POSITION RESPONSIBILITIES

- Provide oversight and leadership to the Asset Management office to ensure end to end delivery of end-user technology assets.
- Design and execute technology policies, procedures and processes, including but not limited to allocation, distribution, tracking, collection, configuration, and services requests of technology assets.
- Provide centralized management and accountability for end-user devices, including but not limited to validating, analyzing, and reporting asset data and implementing the device obligation processes for damaged and lost/stolen devices.
- Collaborate with the IT Budget office to develop device sustainability plans to deliver cost effective sustainability plans that ensure continuity of learning by forecasting device needs due to growth and replacement.
- Provide strategic leadership for technology initiatives that support student learning, instruction, and staff needs at the school and central office level.
- Collaborate IT and curriculum offices to understand technical requirements and coordinate deployment of technology assets.
- Develop a standard and efficient process for acquiring end-user technology and serve as liaison to school system stakeholders through the asset management process.
- Provide leadership to the development and deployment of a continuous improvement approach in enhancing the strategies employed in technology asset spending.
- Collaborate with technology offices to provide analysis on the asset repair process in order to deliver timely and cost-effective service.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## MINIMUM QUALIFICATIONS
**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

### Education:
- Bachelor's degree, or higher, from an accredited college or university, in Information Technology, Business Administration, Project Management, or related field.

### Experience:
- Five (5) years of business operations, project management, or asset management experience to include:
  - Design and execution of technology policies, procedures, and processes including but not limited to allocation, distribution, tracking, collection, configuration, and service requests of technology assets.
  - Development of cost-effective sustainability plans that ensure success through analysis of forecasted growth and replacement.
  - Development of standard and efficient processes for acquiring end-user technologies.
  - Management and deployment of end-user infrastructure technology such as Chromebook and windows devices, network, server, telecommunication, field services, asset management and AV services.
  - Coordination of individual projects from small to large scale.
- Three (3) years of leadership or supervisory experience over small to large scale projects to include:
  - Management of project scope, development, budget, assets, deliverables, and timeline.
  - Complex IT tasks or deliverables.
  - Successful delivery of project deliverables on time and within budget.

## PREFERRED QUALIFICATIONS
- Master's degree, or higher, from an accredited college or university, in Information Technology, Business Administration, Project Management, or related field.
- Certification as a Project Management Professional (PMP), Certified ScrumMaster (CSM), Certified Six Sigma Black Belt (CSSBB), CompTIA Project+, PRINCE2, IT Infrastructure Library (ITIL), or related project management certification.
- Experience working in a PreK-12, college, or university setting to include:
  - Application of educational technology systems, ERP, and/or enterprise cloud applications.
  - Management of infrastructure technology (i.e., Network, server, desktops, laptops, telecommunication, field services, asset management and AV services.)
- Knowledge of CIPA, FERPA, and HIPAA regulations.

## SELECTION REQUIREMENTS
Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they related to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

Dr. Michael J. Martirano, Superintendent

For education obtained outside of the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

## EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators-Non-Certificated Supervisory (HCASA-NCS) employee unit. The current salary range for this position is, $107,000 - $158,844. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

**Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.**

## APPLICATION REQUIREMENTS

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:
- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
[sandy_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### *Equal Opportunity Employer*

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender

identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.