

**JOB DESCRIPTION**

**Job Title:** Director, ActVnet Development (9953)

**Job Summary:**

Under the direction of the program administrator and/or designee, responsible for the creation, development, oversight, and continuous enhancement of the ActVnet school safety software system. This position will be responsible for ensuring that the system meets evolving safety standards within the educational and emergency services environments by originating, designing, managing implementation, and providing ongoing improvements of the ActVnet application.

**Essential Duties:**

- Design the ActVnet school safety software system to be robust, scalable, and capable of handling the specific requirements of school safety protocols.
- Optimize system architecture for performance and reliability to ensure it can handle high volumes of data and user interactions during critical incidents.
- Conduct and analyze internal and external audits of the system and provide documentation of audits and quality assurance activities.
- Resolve and log technical issues that may occur within the system.
- Develop program manuals and blueprints that detail the system's framework and integration points with other software and hardware programs.
- Conduct user testing sessions to ensure the software is user-friendly, effective, and accessible to various stakeholders, including school staff, emergency responders, and administration.
- Supervise, evaluate, coach, and coordinate the work of the software development team by providing feedback, setting timelines, defining deliverables, and overseeing the daily operations and overall scope of the project.
- Act as the main technical point-of-contact for all project-related discussions and decisions.
- Oversee and manage the process of establishing benchmarks, testing, troubleshooting, and refining system performance based on results and user feedback.
- Ensure the software complies with all relevant data protection and privacy laws.
- Design, implement, audit, and update security protocols to safeguard the system and ensure compliance with security standards.
- Organize regular meetings with stakeholders and end-users to provide training, disseminate information, communicate progress updates, gather feedback, and provide support.
- Partner with academic and research institutions to develop and implement new technologies and features.
- Actively research and stay updated on trends and technologies related to the project to enhance system effectiveness and explore innovative solutions to challenges.
- Develop and oversee marketing for ActVnet, including creating and disseminating promotional materials, ensuring brand consistency and identity, and communicating the mission, values, and functionality of the system to potential users and stakeholders.
- May assist with writing and managing grants to secure project funding.
- Perform other related duties, as assigned.

**Responsibilities:** working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- analyze and define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- think creatively for innovative design and problem-solving;
- lead and manage large-scale projects and multidisciplinary teams;
- manage and implement marketing and brand identity programs and materials;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- follow complex verbal and written instructions;

- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and assigned software programs.

**Knowledge of:**

- school safety protocols and how to integrate them into software solutions;
- regulatory compliance related to data privacy and security laws;
- current technology trends in software development and school safety enhancements;
- technical system architecture, software development, and database management;
- UX/UI design with a focus on usability and accessibility;
- principles of personnel administration, supervision and training;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- participate in strategic planning aligned with organizational goals and industry changes;
- adapt to changing technologies and user needs;
- manage multiple projects and deadlines simultaneously, including identifying important tasks necessary for project completion and setting appropriate deadlines;
- continuously monitor, assess, and manage security risks to maintain system integrity;
- work and communicate effectively with people of various education and socioeconomic backgrounds;
- establish and maintain effective working relationships with county departmental staff, software users, employees, stakeholders, and the public;
- write clear and concise technical instructions, program manuals, and software blueprints;
- conduct training for both small and large groups;
- supervise, train and evaluate professional, technical and clerical staff;
- communicate effectively, both verbally and in writing, with staff and other professionals;
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

**Experience Required:**

- Five years of experience in designing and managing complex software systems is required.
- Two years of project management and/or supervisory experience is required.
- Some experience in UX/UI design and implementation of user-centric solutions is required.
- Some experience in marketing and product branding is preferred.

**Education Required:**

- Bachelor degree in information technology or a related field **OR**
- Associate degree plus ten years of experience in software system design and management.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

**FLSA Status:** Exempt

June 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.