CLASSIFIED MANAGEMENT JOB DESCRIPTION

ASSOCIATE VICE CHANCELLOR OF INFORMATION TECHNOLOGY
(Management Salary Range 5)
Job Code: 730

CLASS PURPOSE

The Associate Vice Chancellor of Information Technology serves as the chief information officer (CIO) and provides vision and leadership for the integration of information technology services consistent with the District's overall mission and program needs. The incumbent will provide leadership for instructional technology, administrative computing, desktop support, user training, web support, and communication technology. S/he will work collaboratively with District constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District. Responsibilities also include representing the District in state, regional and vendor information forums; keeping abreast of information technology developments and their appropriate applications within the District; and planning and implementing campus information technology infrastructure upgrades. This position reports to the Vice Chancellor of Finance and Administration.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide leadership for technology-related initiatives and services that support student learning, faculty teaching, scholarship, and administrative processes, including the development, administration and management of technology systems for student registration, student records, attendance accounting, grade reporting and transcript histories consistent with Board Policies, District procedures, and State and Federal regulations.

- Develop, coordinate and keep current district-wide long and short-range plans for IT systems development, systems maintenance, production activities, and support services, and their integration with educational technology systems.

- Advise the Chancellor's Strategic Management Team on how technology supports and complements strategic planning/decisions and the direction to achieve its mission; identify needs and provide direction on how to meet the technology needs of the district.

- Develop and disseminate policies, standards and procedures related to information technology.

- Define and adjust IT standards and technologies. Align IT objectives and programs to enterprise objectives and strategies, and ensure that implementation of technology will occur in an integrated manner designed for the benefit of both academic and administrative functions.

- Coordinate, maintain and administer the district-wide strategic planning process for Information Technology, Educational Technology and Management Information Systems. Work with appropriate College officials to evaluate technology implementation and performance.

- Work collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access, success, and effective learning.

- Assist the Colleges in their efforts to provide students with the necessary technology skill sets, knowledge, and experience to secure employment or pursue advanced educational opportunities.

- Report to the Vice Chancellor of Finance and Administration on administrative/academic technology issues and activities.

- Supervise and appropriately assign district-level IT staff. Establish and maintain a climate that encourages staff development. Staff responsibilities include administrative systems and services, and technical services (e.g., e-mail, network systems, web services, voice/telephone systems and services, District-wide help desk services, audio visual and smart classroom technology.)

- Develop and manage the budget for the Office of Information Technology.

- Coordinate the activities of the District's technology committee and take an active role in the other technology advisory groups throughout the District, as requested.

- Provide district-wide leadership to ensure the integrity, reliability and security of computerized information. Optimize and design enterprise processes via IT. Provide all administrators and faculty with effective communication systems and decision support systems utilizing desktop applications.

- Lead District effort with PeopleSoft/Oracle and manage education technology related projects.

- Provide technical support to District and College web sites and distance learning programs.

- Interface with industry and academic organizations to maintain state-of-the-art knowledge in emerging educational technologies, and enhance the district's image.

- Develop and implement strategies for security and disaster recovery for technology.

- Initiate partnerships and linkages to business and industry to enhance the acquisition, access and efficient use of technological resources.

- Represent the District and colleges in state, regional, and national professional organizations. Serve on state and regional technology committees.

- Coordinate activities to ensure that State mandated reporting requirements are met in a timely and cost effective manner. Assure compliance with applicable disability access laws related to IT.

- Prepare state reports on district technology and distance learning programs and grants.

- Function as a liaison between District Technology Support Services and the District/College user community to coordinate voice-video-data services on the District's Wide Area Network/Local Area Networks with particular attention to matters related to district-wide services such as coordination of LAN/WAN operational issues, oversight of District Wide Area Network and College Local Area Network managers, assignment of bandwidth on the WAN, and

implementation of Internet access, Library Automation and Distance Learning services on the network.

- Negotiate and monitor telecommunications airtime and site lease agreements and contracts.

- Maintain the District's ITFS and Microwave broadcast licenses.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university institution in management information systems, computer science, or a closely related field.

2. Five (5) years increasingly responsible management experience directing an information technology department in a public or private sector. Relevant experience includes:

   Knowledge of:
   - o Planning, organization and direction of Information Technology, Educational Technology, and Management Information Systems.
   - o Enterprise-wide applications, infrastructure, telecommunications, security, integration, system and database administration.
   - o Budget preparation and control.
   - o LANs and WANs, networking and telecommunications techniques, including VOIP.
   - o Effective oral and written communication skills.
   - o Application of principles and practices of management, supervision and training.
   - o Applicable laws, codes, regulations, policies and procedures related to technology.

   Ability to:
   - o Plan, organize, control and direct. Meet schedules and deadlines.
   - o Communicate effectively with both the user community and department staff.
   - o Effectively supervise and evaluate the performance of assigned staff.
   - o Interpret, apply and explain rules, regulations, policies and procedures.

3. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Master's Degree from an accredited college or university institution.

- Working knowledge of State and Federal codes, statutes and regulations that govern California Community College instructional and student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.

- Higher education experience, preferably in a California community college.

- Leadership experience specifically in support and integration of various packaged applications, preferably PeopleSoft.

- Strong ability to work in a team with excellent customer service attitude and good verbal and written communication skills.

- Demonstrated successful experience in problem solving and analytical skills using complex enterprise systems.

- Excellent interpersonal, organizational, and leadership skills.

- Administrative and leadership experience with Enterprise Resource Planning (ERP) applications software, (e.g., Oracle/PeopleSoft Human Resources, Financials, & Student Administration systems) or related systems.

- Demonstrated successful experience in resolving complex user problems.

- Experience managing large projects.

- Experience in managing employees covered by union contract.

- Experience with mainframe and web-based technology.

- Website development and management experience.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL REQUIREMENTS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

MENTAL REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

Revised: N/A