

## DIRECTOR OF INFORMATION TECHNOLOGY

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M8	08/01/02	Classified Administrator	1 of 2

**DEFINITION:** Under administrative direction of the Vice Chancellor of Technology Systems Planning and Support, the Director of Information Technology is responsible for the administration and implementation of technology in the District. In that capacity, the Director supervises and evaluates assigned staff, including supervisory, technical and classified employees.

**DISTINGUISHING CHARACTERISTICS:** The Director of Information Technology is a senior member of the department and exercises leadership over major functions of the department. The Director works in a setting of a complex operation that serves six satellite locations with enterprise applications via wide area networks (WANs). The setting also includes the operation of a service bureau for the Contra Costa County Office of Education supporting finance, payroll and personnel systems.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Develops and articulates a shared vision of technology uses and benefits.
- Implements and maintains the District Technology Plan.
- Provides direction and articulates methods to improve district information and instructional technology delivery and efficiency.
- Conducts studies of advancements in information technology.
- Coordinates District effort to assure the integrity, reliability and security of computerized information systems, standards, policies, and data.
- Determines requirements of new applications and modifications to existing systems.
- Ensures the delivery of quality technology services through effective needs assessment and system design/selection and implementation.
- Provides technical advice and guidance to district and college administrators, faculty and classified staff on the design, installation, modification, and operation of information systems projects.
- Facilitates integration of major management information system capabilities to satisfy end user requirements and systemwide accountability.
- Provides data and reports to appropriate individuals, departments, programs, and outside agencies.
- Participates in the development and implementation of budget and operating policies, procedures and objectives for information technology and information systems expenditures for multi-faceted use by and service to the colleges and the district office. Reviews and approves the expenditure of designated funds.
- Implements and supports contracted services with external agencies such as the County Office of Education.
- Directs, supervises and evaluates all appropriate departmental personnel while establishing and maintaining a climate that encourages the development and retention of competent personnel, high level of morale, and achievement of district goals.
- Evaluates staff training and development needs and provides training and educational opportunities for district and college personnel to maintain and upgrade technical skills.
- Travels within and outside the District in carrying out responsibilities and functions.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Basics of network and systems security and interoperability standards; needs assessment methods, system design/selection and implementation at an advanced level; development and implementation of operating policies, procedures and objectives for information technology; strategies for developing, implementing and maintaining technology master plans; methods for gathering and presenting general, statistical and technical data; budget development and expenditure tracking as well as complex business report writing.



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**Ability To:** Demonstrate ability to provide planning and implementation expertise for complex and integrated technology; communicate effectively and exhibit interpersonal skills necessary in working with end users, contract vendors, and other agencies; motivate, direct, train, develop and evaluate personnel; show commitment to customer service and end user satisfaction; manage several projects simultaneously; demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, disabled and cultural populations; sufficient physical ability to perform the essential functions of the position

**Education/Training:** A Bachelors degree from an accredited college or university in a related field such as computer science, public administration, business information management, computer engineering or equivalent

**Experience:** Equivalent to at least four years of full-time supervisory or management experience overseeing all aspects of an information systems program which utilizes distributive data processing and a large, complex network. This shall include the demonstrated ability to provide planning and implementation expertise for complex and integrated technology; the ability to communicate effectively and maintain excellent interpersonal skills necessary to working with end users, contract vendors and other agencies. Must have significant experience leading, motivating, directing, training, and evaluating personnel and a demonstrated commitment and ability establishing excellent customer service and end user satisfaction.

**License/Certification:** A valid Class C California Driver’s License.

**DESIRABLE QUALIFICATIONS:**

**Education/Training:** An earned MA/MS from an accredited college or university with a major in a related field such as computer science, public administration, business information management, computer engineering or equivalent.

**Experience:** Experience with financial, personnel, payroll, and student systems and processes and related software, such as Datatel’s Colleague; principles and practices related to system audit and security; integrated ERP implementation.

**Actions:** Newly created classification adopted by the Governing Board on 07/31/02.