DIRECTOR OF INFORMATION TECHNOLOGY

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M10	**11/14/13**	Classified Management	1 of 2

DEFINITION: Under the general direction of the Executive Vice Chancellor, Education and Technology, the Director of Information Technology is responsible for the planning, administration and implementation of technology in the District. In that capacity, the Director supervises and evaluates assigned staff, including management, supervisory, and classified employees.

DISTINGUISHING CHARACTERISTICS: The Director of Information Technology is the senior member of the information technology department and exercises leadership over all major department functions, setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District.. The Director works in a setting of a complex operation that serves multiple physical locations with enterprise applications via wide area networks (WANs). The Director, working collaboratively with District constituent groups, provides leadership for instructional technology, administrative computing, desktop support, user training, web support, and communication technology

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:
- Provides 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.
- Develops and articulates a shared vision of technology uses and benefits.
- Implements and maintains the District Technology Plan.
- Develops and disseminates policies, standards and procedures related to information technology (IT.)
- Defines and adjusts IT standards and technologies.
- Aligns IT objectives and programs to District objectives and strategies, and ensures that implementation of technology occurs in an integrated manner for the benefit of academic and administrative functions.
- Works collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access, success, and effective learning.
- Provides direction and articulates methods to improve District information and instructional technology delivery and efficiency.
- Conducts studies of advancements in information technology.
- Coordinates District efforts 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 system-wide 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.
- 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:

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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.

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.
- Sufficient physical ability to perform the essential functions of the position.

Education/Training: An earned bachelor's degree from an accredited college or university in a related field such as computer science, public administration, business information management, computer engineering, or the equivalent

Experience: Equivalent to at least five years of full-time management experience overseeing all aspects of an information systems program which utilizes distributive data processing and a large, complex network.

Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

Adopted: 07/31/02
Revised: 10/09/13