



Position:

	(Classified Administrator)
Reports to: Vice President of Information and Technology Resources or assigned administrator	Salary Range: IV

DEFINITION Technology Resources in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Information and Technology Resources. Exercises direct and general supervision over professional, technical, and administrative support staff.

QUALIFICATIONS

Knowledge of:

Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.

Principles and practices of enrollment management.

Principles and practices of fiscal management, strategic and facilities planning.

Pertinent federal and state laws and regulatory provisions.

College accreditation procedures, practices, and standards.

The development, implementation, and assessment of student learning and/or service area outcomes.

Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Information technology systems, including audio visual equipment, applications development and support, database administration, systems administration, and data center operations, and production scheduling.

Organize, manage, implement, and maintain efficient and effective enterprise application systems to ensure