

	<b>Position:</b> Vice President of Information Technology	<b>Position Number:</b>
	<b>Department/Site:</b> Office of the Superintendent/President	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
	<b>Reports to:</b> Superintendent/President	<b>Salary Range:</b> I(a)

**DEFINITION**

Under administrative and general policy direction, provides highly responsible and complex management assistance to the District Superintendent/President in coordinating and directing District private groups; and performs rel

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the District Superintendent/President. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general supervision over professional, technical, and clerical staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This executive management classification oversees, directs, and participates in activities of the District’s technology operations, including short- and long-term planning, policy development, and administration. The incumbent provides assistance to the District Superintendent/President in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and



Principles and practices of fiscal management, and 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.  
Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.  
Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.  
Technical, legal, financial, and public relations problems associated with the management of enterprise information systems, programs, and services.  
Computer applications, operating systems, hardware, telecommunications mainframe, micro, and complex LAN/WAN network infrastructure, systems management, and relational database systems implementation and operation.  
Principles and practices of systems design and development, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management  
Systems security controls, permissions and interoperability standards to ensure security and integrity of data and consistency in computer software applications.  
Principles and practices of audio-visual and web page development.  
Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.  
Functions, authority, responsibilities, and limitations of an elected Board of Trustees.  
Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.  
Modern office practices, methods, and computer equipment related to the work.  
Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.  
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.  
Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.  
Deliver formal and influential presentations.  
Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.  
Develop, implement, and evaluate programs and services.  
Utilize data and assessment outcomes to make improvements for programs and services.  
Inspire and motivate others toward goal achievement.

Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

Manage the technological interdependencies between the institution and academic, student services, and business operations.

Organize, manage, implement, and maintain efficient and effective enterprise application systems to ensure the reliability and integrity of information technology infrastructure.

Effectively adapt technology and software applications to a higher education environment.

Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of student services, programs, and activities.

Conduct effective negotiations and effectively represent the District and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Operate modern office equipment including computer equipment and specialized software applications programs.

Understand scope of authority in making independent decisions.

### **Education and Experience:**

A master's degree in computer science, management information systems, computer engineering, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Five (5) years of administrative leadership experience in information systems and technology services or related area.

Experience in an educational setting is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with