

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DEAN, TECHNOLOGY & INFORMATION SYSTEMS (Chief Information Officer)

BASIC FUNTION:

Under the direction of the Superintendent/President, serve as the chief information officer for the District by providing operational leadership, direction and management for computing services, including network operations, management information systems, infrastructure configuration, personal computing/training, telephony, technology analysis and implementation; supervise information technology, management information systems, and helpdesk staff, and provide leadership, oversight and support for District technology services. Responsible for assuring timely and accurate departmental budgeting and management; timely and accurate submission of management information system reporting to the System Office; infrastructure and quality of service for voice, data and video applications; administrative helpdesk and training oversight; district desktop computing hardware and software; hiring, training and evaluating personnel as assigned. Develop goals and objectives to improve technology and information systems across campus.

REPRESENTATIVE DUTIES

Direct and coordinate the management and operation of shared information systems infrastructure, including academic and administrative computing and campus data network systems. *E*

Set priorities, initiate new projects, and issue directives regarding information systems services, policies and procedures. *E*

Direct continuing review of present systems and methods and formulation of new and revised systems, examining techniques in use and determining appropriate changes to effect improvements, reduce costs, and enhance efficiency. *E*

Maintain professional contacts and work with other educational institutions, research bodies, equipment manufacturers, computing centers, vendors, and professional organizations concerning computer applications, software, hardware systems and equipment. *E*

Plan, develop, implement and maintain District voice over IP telephone systems, data, video communications and other related systems. *E*

Provide guidance and counsel to administrators in examination and definition of objectives for existing or proposed systems and in design of improved systems. *E*

Write technical requests for information and requests for proposals for leading edge technologies; evaluate proposals and negotiates contracts for equipment and systems. *E*

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Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. *E*

Develop and prepare short-range and long-range plans and communicate them to others regarding hardware, software, staff and facilities for the Technology & Information Systems division. *E*

Develop, recommend, monitor and manage information technology operations and related budgets; perform periodic cost of productivity analyses. *E*

Provide overall direction for software systems analysis, design, development or procurement and implementation. *E*

Supervise, hire and evaluate staff, as assigned; provide information and job training to staff members regarding policy, procedures and objectives. Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives. *E*

Generate and promote standards in the procurement of hardware and software as well as departmental processes and procedures. *E*

Review current systems and perform needs assessment interviews and analysis; ensure the development and maintenance of system-wide documentation; consult with and focus others in the procurement of information technology and protect systems capabilities. *E*

Work with other administrators and managers on computer-related projects; coordinate all information technology and related training efforts. *E*

Represent the District at meetings with the State Chancellor's Office to provide input and receive information on State systems; act as chief information services officer for the District and assume primary responsibility for data flow to the State Chancellor's Office. *E*

Serve as administrative advocate for the Technology Committee; serve on other shared governance committees as assigned; report on the status of current projects. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current technological developments/trends in area of expertise.

Knowledge of current and developing Information Technology requirements of a higher education institution.

Faculty and/or staff hiring procedures.

Employee development and performance management skills.

Financial/business analytical techniques.

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ABILITY TO:

Foster a cooperative work environment.

Demonstrate strong interpersonal and communication skills.

Establish and maintain effective working relationships with a wide variety of groups and individuals, including district administrators, members of the board, employee group representatives, members of the public, and representatives of other public agencies.

Supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Initiate and direct technical projects in support of strategic and operational goals.

Demonstrate skill in budget preparation and fiscal management.

Coordinate and integrate computer systems development, enhancement and modifications from an overall Information Technology perspective.

Strategic planning skills.

Demonstrate skill in organizing resources and establishing priorities.

Identify and secure alternative funding/revenue sources.

Provide strategic guidance and counsel to administration in the assessment and development of existing and/or proposed systems.

Develop requests for and evaluate proposals in reference to leading-edge Information technology.

Negotiate contractual arrangements for the provision of computer technology.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE

Any combination equivalent to a master's degree and at least three (3) full years of comparable experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard and to verbally communicate to exchange information; to see

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in the normal visual range with or without correction, sufficient to read computer screens and printed documents; to hear in the normal audio range with or without correction.