

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS (MIS)

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, direct, coordinate and evaluate the operation and effectiveness of district management information systems, which includes the integrated information systems (student, financial aid, district financial systems, etc), supporting third party software solutions for reporting, and academic applications (for example, on-line learning, grading and student tracking.) Utilize a service based organization model to provide management of computing services in support of a decentralized environment by empowering end users through a variety of tools. Direct the participation of VVC computing with SBCSS Information Systems; plan, organize, direct and coordinate the data/information research, processing and analysis functions in support of district programs and plans. Coordinate staff training, assign work, supervise and evaluate the performance of assigned personnel, and participate in the selection of assigned staff.

REPRESENTATIVE DUTIES:

Provide leadership to plan, organize, control, direct and evaluate the operation and effective use of district computing and information resources, including integrated information processing systems. *E*

Direct, plan, organize and coordinate the installation and maintenance of district MIS systems; direct technical assistance, perform system analysis and determine proper course of action in response to district needs; direct development, modification and purchasing of district software for the MIS department and related 3rd party products. *E*

Support the implementation and enforcement of MIS system controls, standards, policies and procedures; direct the development of guidelines, system standards and operating studies on hardware utilization and software requirements. Coordinate log-on and access ability of district staff and end users, and ensure security in all MIS systems. *E*

Direct, plan, organize and coordinate the data/information research, the preparation and summation of data for district or State data requests and analysis functions in support of district programs and plans; maintain current knowledge of district data warehouse, external data resources and research tools and techniques. Management of data resources includes development and coordination of district wide reporting solutions including tools. *E*

Direct the participation of VVC project with SBCSS Information Systems as well as other statewide MIS systems, including ongoing updating and refinement of data collection and data reporting to comply with federal and state codes/regulations. *E*

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Train, assign work, supervise and evaluate the performance of assigned MIS personnel; Participate in the selection of staff; prioritize, supervise and assign projects to MIS staff including MIS and contract personnel. *E*

Direct and plan system analysis related to development, testing and configuration of computer programs; identification and correction of faulty programs, data entry and data value errors. Direct and organize MIS personnel in preparation and modification of programs in response to urgent or unusual needs. *E*

Prepare and monitor MIS department budget. Direct, plan and organize short range and long range goals for MIS department to assure future adequate software and hardware capabilities for the district needs. *E*

Represent district at local, state and national meetings, committees and commissions. *E*

Plan and direct operations of a 'help desk' for effective management of MIS related issues.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General computing and information system operations, analysis, development and design within educational environments.

Characteristics and capabilities of modern complex computing equipment, including hardware, software, data communications, networked microcomputer systems and telecommunications.

Research, data collection, analysis and evaluation methodologies, principles and techniques of statistics and related mathematical principles.

Principles and practices of administration, supervision and staff development through the use of interpersonal skills using tact, patience and courtesy.

Principles and techniques of program planning, scheduling, budgeting and related control procedures.

Fundamentals of data bases, flow charting, source documents, report production and logic underlying database operations, functions and processes.

Principles and practices of programming and other computer languages used within the computing environment.

Post secondary education organization, operations, policies and objectives.

Experience in customer service practices and techniques.

ABILITY TO:

Plan, organize and direct the effective utilization of district MIS resources.

Support training in the application of new computing concepts.

Remain current and apply new developments and procedures in computer methodology and technology to solve difficult technical problems in major computing programs and

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systems.

Direct, plan, organize and coordinate the data/information research, processing and analysis functions in support of district programs.

Establish, implement and enforce priorities for department and staff.

Train, supervise and evaluate personnel including planning and organizing work.

Assure internal controls are established, maintained and documented in compliance with organization directives.

Provide technical guidance and recommendations concerning existing computer programs and systems.

Perform analysis of existing programs and operations to meet changing needs and to provide for system enhancements.

Analyze and evaluate computing programs, needed modifications and concerns to meet organization needs.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in computer science, information systems, information technology, or related field and five (5) years of increasingly responsible experience in managing information technology systems, including two (2) years in a supervisory or management capacity.

WORKING CONDITIONS:

Standard office environment.

Position requires hand and digit dexterity to operate a variety of computer equipment, speaking and hearing to communicate with district and outside agency personnel, walking, standing, sitting for extended periods of time, lifting up to 50 pounds, climbing stairs, carrying, pushing and pulling equipment, bending at the waist, and kneeling or crouching to work on computer equipment.