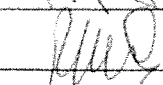


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM****BOARD CONSENT** ☒ **BOARD ACTION** ☐ **BOARD INFORMATION (no action required)** ☐**TOPIC:** NEW CLASSIFIED JOB DESCRIPTION**SUBMITTED BY:** Rocio Chavez, on behalf of the Classification Committee**RECOMMENDED BY:** Marion Boenheim **APPROVED BY:** Robert Silverman **Description/Background:**

The Classification and Salary Committee and the vice presidents have reviewed the new job description for the position listed below:

Position Title	Current Grade Level	Recommended Grade Level
Help Desk Technician	(new position)	11

Need:

The help desk technician is a new position that currently does not exist; board approval of the job description is necessary for recruitment.

Fiscal Impact: \$3049/month**Recommended Action:** It is recommended that the Board of Trustees approve the Help Desk Technician job description to begin recruitment.**Legal Review:** YES ☐ NOT APPLICABLE ☒**Reference for Agenda:** YES ☒ NO ☐

- 5.10 Contract Education Services – Snowline Young Adult Center
Approval of the agreement between Victor Valley Community College District and Snowline Young Adult Center for a Certified Food Worker Certification for the period from November 14, 2007 through November 15, 2007. Fiscal Impact: \$1,200.00 to the District.
- 5.11 Grant Award – TRIO Upward Bound Math & Science Program
Acceptance of the TRIO – Upward Bound Math & Science Program grant award. Fiscal Impact: Approximately \$1,000,000.00 to the district over four years.
- 5.12 Out-of-State Travel - Student
Approval of student travel to attend the National Student Nurses Association Conference in Kansas City, MO from November 14-17, 2007. Fiscal Impact: None to the District. Travel is paid for by donations.
- 5.13 Contract Educational Services – Apple Valley Chamber of Commerce
Ratification of the agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce for Business Skills Academy Computer Classes. The period of this agreement is from November 5, 2007 through December 14, 2007. Fiscal Impact: \$12,000.00 to the District.
- 5.14 Sabbatical Leave Request for Spring, 2008
Approval of the Sabbatical Leave request for Pamela J. MacKay for spring, 2008 under the conditions specified in District policies and collective bargaining agreement with the Association. Fiscal Impact: \$13,770.00 to backfill classes.
- 5.15 Identix Agreement
Approval of the renewal of the maintenance agreement with Identix for Live Scan fingerprinting to process background checks for applicants. Fiscal Impact: \$2,657.00
- 5.16 Ratification of Academic Equivalency Requests
Ratification of the equivalency for Carl Yuan, Mathematics and Jessica Diaz, Counseling. Fiscal Impact: None
- 5.17 Revised Classified Job Description – Student Services Specialist II
Approval of the revised job description for Student Services Specialist II for Beth Roberts and Lilia Garcia. Fiscal Impact: Student Services Specialist II, \$3,284/month
- 5.18 New Classified Job Description – College Recruiter
Approval of the new job description and position of college Recruiter/Outreach Counselor. Fiscal Impact: \$4876/month
- 5.19 New Classified Job Description – Help Desk Technician
Approval of the new job description of Help Desk Technician. Fiscal Impact: \$3049/month
- 5.20 Award of Contract – Street Striping Renewal
Award of the contract to Cooley Construction (lowest responsible bidder) to provide road striping, crosswalks, reflectors directional markings, limit lines and red curbs in Bid #MO-08-002. Fiscal Impact: \$37,224.00 from a State Maintenance Block Grant.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HELP DESK TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, the Help Desk provides excellent customer service to users of computing resources on campus and is the primary level support for students in the use of Blackboard on-line learning systems. This includes troubleshooting problems as they arise, working on special projects to promote the efficient use of Blackboard and other electronic resources.

REPRESENTATIVE DUTIES:

Primary responsibility is user support and customer service. Be present and available to users requiring technical assistance. *E*

Respond to questions from callers, email and walk-ins, remotely assist students, staff, and faculty with technology problems in offices, classrooms and home or other off-campus locations. *E*

Learn fundamental operations of supported software, hardware and other equipment. *E*

Provide assistance and troubleshooting for District online records and registration system as assigned; reset user IDs and passwords for students and faculty; assist faculty to input grades into the system; instruct and guide students through registration and payment processes and other related services available through online system. *E*

Follow standard Help Desk operating procedures; accurately log all Help Desk contacts using approved call tracking software or documents. *E*

Attend all Help Desk training sessions. *E*

Become familiar with available help resources, stay updated on campus technology changes or problems. *E*

Become familiar with Technical Services policies, services and staff. *E*

Direct calls to appropriate Technical Services staff as necessary. *E*

Maintain reasonable discipline and decorum in the Help Desk area. *E*

Other duties as assigned by the area administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct operations, procedures and methods of Computing & Information Resources and Technical Services departments.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Modern database and spreadsheet programs.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Proper telephone techniques.

ABILITY TO:

Friendly presence and helpful attitude, good interpersonal skills and ability to work well with others.
Ability to provide technical support over the phone; good phone skills, professional demeanor, *previous customer service experience strongly desired*.
Good problem solving skills; ability to visualize a problem or situation and think abstractly to solve it.
Ability to handle constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations.
Ability to work responsibly with or without direct supervision.
Working knowledge of common operating systems and software applications.
Operate a variety of office equipment such as a copier and facsimile machine.
Operate a computer terminal to enter data, maintain records and generate reports.
Provide effective customer service including a high level of sensitivity, tact and patience.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Provide work direction and guidance to others as assigned.
Work confidentially with discretion.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Prepare reports, correspondence and related materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in business, Computer Information Systems (CIS) or related field AND two years of full time responsible help desk, telephone support or clerical 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 use hands to type or handle materials, sit and view a computer monitor for extended periods of time, and hear and speak to communicate and provide information to others. The employee is occasionally required to reach and bend, and lift, carry, push, or pull up to 35 pounds.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: REVISED JOB DESCRIPTION, LEAD SYSTEMS
PROGRAMMER/ANALYST

SUBMITTED BY: Deanna Turnbeau

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Robert Silverman

Description/Background:

Minor revisions to the existing job description for lead systems programmer/analyst are requested.

Need:

Board approval is required to approve the revisions to the attached job description.

Fiscal Impact: None (There are minor revisions to the job description, not an additional position)

Recommended Action: It is recommended that the Board of Trustees approve the revised job description for lead systems programmer/analyst as listed.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___X___ NO ___

- 5.24 Agreement – Journal Communications
Ratification of the agreement with Journal Communications for multi-media marketing.
Fiscal Impact: \$630.00
- 5.25 Agreement – Idearc Media
Ratification of the agreement with Idearc Media for phone listing and advertising in the yellow and white pages of the Verizon phone directory. Fiscal Impact: \$1,380.40 per month for a total of \$16,564.80 from the Public Information Office advertising budget.
- 5.26 Outside Contractor Fees
Approval of the outside contractor fee for legal fees. Fiscal Impact: \$415.90
- 5.27 Claims Administration Services Agreement
Approval of the agreement with Keenan & Associates for Claims Administration Services for the 2008-2009 fiscal year. Annual minimum fee: \$4,000.00 – Annual Maximum Fee: \$14,000.00.
- 5.28 New Classified Position and Job Description – Lead Systems Programmer/Analyst
Approval of the new classified position and placement on the classified salary schedule.
Fiscal Impact: \$5,515/month plus benefits.
- 5.29 Agreement – Community College Search Services
Approval of the agreement with Community College Search Services to employ an Interim Deputy Superintendent/Executive Vice President.
Fiscal Impact: \$1547.00/month.
- 5.30 New Classified Position and Job Description – Curriculum & Scheduling Coordinator
Approval of the new job description and placement on the classified salary schedule.
Fiscal Impact: \$4310.00/month plus benefits.
- 5.31 **PULLED FOR SEPARATE DISCUSSION & VOTE:** New Management Job Description – Executive Dean, Technology & Information Systems
Approval of the new job description for the Executive Dean, Technology & Information Systems. Fiscal Impact: None
- 5.32 Agreement - Learn CPR 4 LIFE
Ratification of the agreement between Victor Valley Community College District and Learn CPR 4 LIFE to provide CPR and first aid training. The period of this agreement is for June 11, 2008. Fiscal Impact: Upward Bound Grant and Upward Bound Math & Science Grant budgeted items not to exceed \$900.00.
- 5.33 Revised Management Position and Job Description – Deputy Superintendent/Executive Vice President
Approval to update the management position and job description for the Deputy Superintendent/Executive Vice President. Fiscal Impact: None
- 5.34 Deletion of Management Position – Coordinator, Curriculum & Scheduling
Approval to delete the management position of Coordinator, Curriculum & Scheduling, effective July 1, 2008. Fiscal Impact: Savings of \$342 to \$438 per month for the Coordinator, Curriculum & Scheduling position.

One of the first programs that have been developed in partnership with the WIB was for training in wastewater treatment operators. This program has been extremely successful with 50 students starting in the program. The instructor for this program Logan Olds, General Manager with the Victor Valley Wastewater Reclamation Authority spoke on the program and thanked the individuals that were responsible for achieving this opportunity.

Ginnie Moran provided an update on enrollment which shows that the college is projected to be over 200 from last year's sum of 10,020.

Robert Sewell introduced Clarissa Manning, President of the Model United Nations club who introduced her team members. On behalf the entire team she thanked the board members, staff, faculty, Drs. Silverman and Williams for their continued support of the program.

Faculty Senate: absent

5. CONSENT AGENDA

It was MSC (Mollenkamp/Henderson, 5-0) to approve the consent items in one motion with item 5.1 pulled for separate by Trustee Henderson for separate discussion.

- 5.1 PULLED FOR SEPARATE DISCUSSION Approval of the minutes of the December 8, 2009 regular Board meeting and the January 15, 2010 special Board meeting.
- 5.2 Agreement – Independent Contractor – Anton P. Morrisette
Ratification of the agreement between Victor Valley Community College District and Anton P. Morrisette to support the Datatel system. The period of this agreement is from December 1, 2009 through June 30, 2010. Fiscal Impact: Budgeted, \$75/hour, not to exceed \$5,000/month.
- 5.3 Ratification of Agreements – Off Campus Locations
Ratification of the agreements between Victor Valley Community College District and off campus facilities to provide classroom space for the Winter, Spring, Summer and Fall semesters of the 2009-10 academic year. Fiscal Impact: Not to exceed \$15,000.00
- 5.4 Agreement – Independent Contractor – Charles Stanzione
Ratification of the agreement between Victor Valley Community College District and Charles Stanzione to provide for the student administrative appeal process for parking citations. The period of this agreement shall be December 16, 2009. Fiscal Impact: Budgeted, not to exceed \$150.00.
- 5.5 Agreement – Community College Search Services
Ratification of the agreement between Victor Valley Community College District and Community College Search Services to provide placement services to the Financial Aid Department. The period of this agreement is from October 20, 2009 through June 30, 2010. Fiscal Impact: Budgeted, \$1,000.00 per month.
- 5.6 Revised Job Description – Lead Systems Programmer/Analyst
Approval of the revised job description for Lead Systems/Programmer/Analyst. Fiscal Impact: None (There are minor revisions to the job description, not an additional position)
- 5.7 Agreement – California Department of Education
Acceptance of the resolution and agreement between Victor Valley Community College District and California Department of Education to purchase instructional materials and supplies for the Child Development Center. The period of this agreement is from July 1, 2009 through June 30, 2010. Fiscal Impact: \$500.00 income to the District.

VICTOR VALLEY COMMUNITY COLLEGE

CLASS TITLE: LEAD SYSTEMS PROGRAMMER/ANALYST

FLSA STATUS: NONEXEMPT

BASIC FUNCTIONS:

Under general supervision of area administrator, perform the programming, design, and development of District's student and other information systems, as needed; provide analysis and develop complex programming criteria; work closely with users to provide highly complex technical expertise; provide work direction to staff as assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Programmer/Analyst classification is distinguished from the Senior Systems Analyst and Senior Programmer/Software Developer classifications by its responsibility for complex system studies and coordinating the programming function. Incumbents in the Lead Programmer/Analyst classification are experts in sophisticated systems analysis techniques.

REPRESENTATIVE DUTIES:

Act as lead programmer analyst for District's student information systems, including but not limited to Datatel's Colleague and all its modules. *E*

Develop complex technical solutions that include the design, development, coding, testing, and ongoing support of programs to serve a variety of data management purposes. *E*

Coordinate projects by organizing resources and monitoring progress to completion. *E*

Analyze and correct problems with programs written by vendors or other programmers; contacts vendors for support as needed; monitors patches. *E*

Maintain accuracy and integrity of data for meeting mandated reporting requirements, including but not limited to State MIS and CCFS 320; document applicable procedures and collaborate with others to ensure any problems are diagnosed and corrected. *E*

Research and evaluate information and procedures; perform feasibility studies and determine cost of applications. *E*

Design, modify, debug and document new or existing systems used by District users; define input/output data relationships and operations. *E*

Provide direction and support in the development of computer operation procedures for new or revised computer applications, and assure proper implementation. *E*

Query District's various databases to assist users and provide information, as requested. *E*

Make recommendations to area administrator for assigning work to MIS staff. *E*

Assist with and monitor budgets in coordination with supervisor; collect and compile statistical and financial data and other information for special and periodical reports, as required. *E*

Participate in planning for implementation of new and existing systems, including developing specifications for writing new programs, training staff, and guiding the development of such programs. *E*

Stay abreast of advances in technology and keep current on relevant technology changes. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Datatel's Colleague and WebAdvisor or similar systems, including but not limited to their development and administration and Envision CASE Toolkit (Desired).

Structured programming skills, including program testing and debugging techniques.

Analysis of business processes, as they relate to the use of software.

Principles and practices of training.

At least three of the following: SQL, XML, HTML, C++, PERL, UNIX scripts, Java and C Sharp.

Principles and methods of system analysis and program design.

Methods of analyzing cost effectiveness and work flow.

AIX operating system or related system.

Microsoft Office products, including Microsoft Office Suite and Windows operating systems.

ABILITY TO:

Provide technical direction and assistance to users.

Guide a software design project from inception to implementation, including the design of the system and providing leadership and guidance to MIS staff.

Study, identify, and resolve complex operational problems; develop and revise computer systems applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with students, faculty, staff, external agencies and the general public, including those from diverse academic, socioeconomic cultural, ethnic and disability backgrounds.

Serve effectively and in a collegial manner on various teams or committees.

Substantiate computer literacy and working knowledge of Datatel or similar system.

Demonstrate the development and support of multiple projects that involve systems analysis, design, implementation, testing, documentation, and training.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited institution in business information science, computer science or related field, and five years experience with Datatel's Colleague or similar systems desired, including two years experience as a Programmer/Analyst working with database structure.

Programming certifications preferred.

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 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.

Availability during weekends, evening and non-operational hours for maintenance, troubleshooting and repairs may be necessary.

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ☒ BOARD ACTION ☐ BOARD INFORMATION (no action required) ☐

TOPIC: REVISED MANAGEMENT POSITION TITLE—DIRECTOR OF
MANAGEMENT INFORMATION SYSTEMS

SUBMITTED BY: Virginia Moran

RECOMMENDED BY: Rocio Chavez Rocio Chavez

APPROVED BY: Robert Silverman Robert Silverman

Description/Background:

With the departure of the incumbent director of computer info resources, the position's title has been changed to director of management information systems.

Need: A revised job title is needed.

Fiscal Impact: None

Recommended Action: It is recommended that the Board of Trustees approve the revised job title of director of management information systems.

Legal Review: YES ☐ NOT APPLICABLE ☒

Reference for Agenda: YES ☒ NO ☐

- 5.28 Board of Trustees Payments Report
Approval of Board of Trustees Payments Report. Fiscal Impact: None
- 5.29 Designation of Newspaper for 2008-09 District Budget Public Hearing
Approval to designate the Victor Valley *Daily Press* as the newspaper in which to publish the proposed budget inspection dates as September 2-8, 2008, and public hearing date as September 9, 2008. Fiscal Impact: None
- 5.30 Board of Trustees Budget Transfer Request Report
Approval of the Board of Trustees budget transfers. Fiscal Impact: None
- 5.31 Authorized Electronic Signature Key Users
Approval of Mary Pringle and Josanna Orta as authorized signature key users for the period of July 1, 2008 through June 30, 2009. Fiscal Impact: None
- 5.32 Authorized Signatories
Approval of the signatures of Robert M. Silverman, Mary Pringle and Allan Kurki to represent the board in the listed cases for fiscal year 2008-2009 per Education Code 72282.
- 5.33 Rescind – Board Delegated Authorized Signatory
Approval to rescind signature authority for Marianne Tortorici, Marion Boenheim and Lael Willingham, effective July 1, 2008.
- 5.34 Agreement – Addendum #1 – Best Net
Approval to addend the Best Net Consortium agreement #03/04-0201 which supports the collaborative efforts to house our live student system information on the Best Net systems as an off site, optional disaster recovery service for the district. Fiscal Impact: None
- 5.35 Agreement – Embee Technologies
Ratification of the agreement with Embee Technologies to upgrade the core switch and replace the voice gateway for the old call manager phone system, to facilitate bandwidth issues and future technological needs with the addition of the phone lines for the Advanced Technology Center. Fiscal Impact: \$12,712.87 – Redevelopment Fund 71
- 5.36 Agreement – gkkworks/CCS Group
Ratification of the agreement with gkkworks/CCS Group to prepare an Education and Facilities Master Plan Amendment to further incorporate future plans for a West-side Center. Fiscal Impact: \$63,000.00.
- 5.37 Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$28,906.87.
- 5.38 New Management Position and Job Description – Director, Management Information Systems
Approval of the revised job description. Fiscal Impact: None

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*

Director, MIS

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

Director, MIS

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.

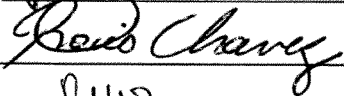
Position requires hand and digit dexterity to operate a variety of computer equipment, speaking and hearing to communicate with district and outside agency personnel, walking, standing, sitting for extended periods of time, lifting up to 50 pounds, climbing stairs, carrying, pushing and pulling equipment,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

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: NEW MANAGEMENT POSITION AND JOB DESCRIPTION—
EXECUTIVE DEAN, TECHNOLOGY & INFORMATION SYSTEMS

SUBMITTED BY: Virginia Moran 

RECOMMENDED BY: Rocio Chavez 

APPROVED BY: Robert Silverman 

Description/Background:

Based on the updated organizational structure, a new job description for the Executive Dean, Technology & Information Systems was developed.

Need: A new job description containing duties and areas of responsibility is needed.

Fiscal Impact: None

Recommended Action: It is recommended that the Board of Trustees approve the new job description as listed.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ X ___ NO ___

- 5.24 Agreement – Journal Communications
Ratification of the agreement with Journal Communications for multi-media marketing.
Fiscal Impact: \$630.00
- 5.25 Agreement – Idearc Media
Ratification of the agreement with Idearc Media for phone listing and advertising in the yellow and white pages of the Verizon phone directory. Fiscal Impact: \$1,380.40 per month for a total of \$16,564.80 from the Public Information Office advertising budget.
- 5.26 Outside Contractor Fees
Approval of the outside contractor fee for legal fees. Fiscal Impact: \$415.90
- 5.27 Claims Administration Services Agreement
Approval of the agreement with Keenan & Associates for Claims Administration Services for the 2008-2009 fiscal year. Annual minimum fee: \$4,000.00 – Annual Maximum Fee: \$14,000.00.
- 5.28 New Classified Position and Job Description – Lead Systems Programmer/Analyst
Approval of the new classified position and placement on the classified salary schedule.
Fiscal Impact: \$5,515/month plus benefits.
- 5.29 Agreement – Community College Search Services
Approval of the agreement with Community College Search Services to employ an Interim Deputy Superintendent/Executive Vice President.
Fiscal Impact: \$1547.00/month.
- 5.30 New Classified Position and Job Description – Curriculum & Scheduling Coordinator
Approval of the new job description and placement on the classified salary schedule.
Fiscal Impact: \$4310.00/month plus benefits.
- 5.31 **PULLED FOR SEPARATE DISCUSSION & VOTE:** New Management Job Description – Executive Dean, Technology & Information Systems
Approval of the new job description for the Executive Dean, Technology & Information Systems. Fiscal Impact: None
- 5.32 Agreement - Learn CPR 4 LIFE
Ratification of the agreement between Victor Valley Community College District and Learn CPR 4 LIFE to provide CPR and first aid training. The period of this agreement is for June 11, 2008. Fiscal Impact: Upward Bound Grant and Upward Bound Math & Science Grant budgeted items not to exceed \$900.00.
- 5.33 Revised Management Position and Job Description – Deputy Superintendent/Executive Vice President
Approval to update the management position and job description for the Deputy Superintendent/Executive Vice President. Fiscal Impact: None
- 5.34 Deletion of Management Position – Coordinator, Curriculum & Scheduling
Approval to delete the management position of Coordinator, Curriculum & Scheduling, effective July 1, 2008. Fiscal Impact: Savings of \$342 to \$438 per month for the Coordinator, Curriculum & Scheduling position.

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*

Executive Dean, Technology & Information Systems - Continued

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.

Executive Dean, Technology & Information Systems - Continued

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

Executive Dean, Technology & Information Systems - Continued

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.