*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under supervision of the appropriate administrator, the District's Chief Technology Officer, plans, organizes, identifies, directs, administers, reviews, implements and evaluates the overall policies and goals for the information technologies for District-wide, multi-location, and multi-networked administrative systems, classroom instruction, and telecommunications. Develops strategic plans, assesses various technical innovations, negotiates with vendors, prioritizes District-wide Information Technology projects and oversees the project management related to implementation. The Chief Technology Officer is responsible for the Information Technology functional management including procedural analysis, coordination of activities, personnel supervision, budget, procurement, staff training, and long-range planning. The Chief Technology Officer researches new and innovative technologies, assesses and updates the direction of the technology for the District including, but not limited to, voice, data, traditional media services, wireless, library technical, teleconferencing, multimedia and instructional development, cable television, and video capabilities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Direct, administer and supervise the planning, organization and coordination of information systems and technologies to support instructional, student services, and administrative programs. Develop and encourage the adherence to information technology standards. Promote and encourage the development of innovative technology.

2. Develops and recommends short and long-term plans, policies and procedures covering all areas of Information Technologies Services in the District.

3. Develops, maintains, and supports computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic of academic and administrative users.

4. Directs through staff, the District's telecommunications programs and other centralized computer services functions.

5. Manage, design, and maintain major District-wide databases, information and decision support, systems. Direct studies of technological advancements in information technology, evaluation the applicability of new approaches to information systems for the District, and initiation of changes in system design, hardware, capacity of configuration and resource allocation.

6. Coordinates and provides strategic direction to the ongoing development rollout of central administrative applications.

7. Ensures confidentiality, security, and integrity of all electronic information assets and information technology infrastructure.

8. Supports the mission of the District through innovative, secure, and stable technology solutions. Anticipates, prevents and resolves problems and concerns.

9. Confers with and coordinates user groups regarding applications capabilities, feasibility in developing specific application systems and determining system requirement and modifications for assigned application systems.

10. Maintains a liaison relationship with the District and college user community; acts as a user advocate in the Information Technology department; promotes new systems and services to these user communities.

11. Assure the timely preparation, maintenance and distribution of reports and records as required by Federal, State, local, and District regulations; inform senior administrators and other District staff of the status of assigned functions, programs and services.

12. Communicates complex technology issues clearly to non-technical parties orally or in written format and makes effective presentations; ensures open communications between users and technical groups. Provides senior administrators and other District personnel with regular updates on projects and activities.

13. Coordinates and participates in the training of the users; performs regular workshops and in-services. Trains, evaluates and provides work direction to assigned staff.

14. Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware; advises on current application technology innovations.

15. Provide on-site leadership, coordination, supervision and technical support for District –wide software applications, technology systems and services.

16. Evaluates emerging and innovative strategies related to area of assignment and makes proposals regarding their strategic use in serving the needs of students, faculty and staff.

17. Participates in the development, interpretation, and communication of departmental standards, goals, objectives, priorities, policies and procedures, within District quality guidelines, ensures all projects and assignments comply and are understood by all technical and user groups.

18. Participates in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consults with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate.

19. Responsible for the documentation of systems.

20. Reviewing, evaluates and selects contract firms and conducts research on potential suppliers. Confers with hardware and software vendors to obtain information, resolves problems, and arrange and conduct demonstrations and evaluations.

21. May represents the District at Information Technology department meetings related to area of assignment; promotes the District's position related to Information Technology.

22. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives.

- Knowledge of principles and methods of systems and business process analysis and project management.
- Knowledge of applications design principles and development methodologies and tools.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to information systems management.

Ability to:

- Ability to build team support;
- Ability to communicate effectively both orally and in writing, work collaboratively with faculty, staff, and administrators; supervise and direct staff, manage the budget effectively, work with students, faculty, and staff from diverse academic, cultural, ethnic, and socioeconomic backgrounds.
- Ability to develop cooperative working relationships in a highly diverse environment.
- Ability to provide leadership in planning and implementing effective and efficient information management systems.
- Ability to concurrently direct multiple projects related to applications, programming, and user training.
- Ability to work effectively with user groups to determine and develop solutions to administrative issues and information needs.
- Oversee, direct, and coordinate the work of staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Education and Experience Guidelines

Education/Training:

A Master's Degree from an accredited college or university.

Required Experience:

Four years of experience in information systems which should include:

1. Project management, network administration, and system analysis.
2. Three years of experience at a management level with supervisory, team leadership, and workload management responsibilities.
3. Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

Preferred Education and Experience:

1. A Doctorate degree from an accredited college or university.
2. Experience in the California Community College System.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; 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.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.