



## Director of Administrative Application Systems

Management Range: 16

Board Approved: 03/15/2012 P. 1|3

*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**

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Under the direction of the Executive Director of Technology and Educational Support Services, plans, organizes and manages the administrative applications; supports the division of Technology and Educational Support Services to provide sophisticated and effective applications and other technology solutions that support achievement of District-wide strategies and objectives; provides expert professional assistance, project management, and internal consulting on the design and development of technology solutions and business process improvements; participates in establishing plans for the strategic direction of information technology and in developing long and short-term plans and initiatives for their attainment.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Confers with and coordinates user groups regarding applications capabilities, feasibility in developing specific application systems and determining system requirements and modifications for assign application systems.
2. 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.
3. Provides senior administrators and other District personnel with regular updates on projects and activities.
4. 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.
5. Coordinates and participates in the training of the users; performs regular workshops and in-services.
6. Participates in long-range planning efforts.
7. Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware; advises on current application technology innovations.
8. Plans, organizes, and monitors applications operations.
9. Provide on-site leadership, coordination, supervision and technical support for District-wide software applications, technology systems and services.
10. 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.
11. 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.
12. 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.



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13. Develops and schedules priorities, assigns responsibilities, ensure efficient and timely completion of projects, and prepares time and cost estimates and progress reports.
14. Trains, evaluates and provides work direction to assigned staff.
15. Anticipates, prevents and resolves problems and concerns.
16. Responsible for documentation of systems.
17. Assists in reviewing, evaluating and selecting contact firms and conducts research on potential suppliers.
18. Confers with hardware and software vendors to obtain information, resolves problems, and arrange and conduct demonstrations and evaluations.
19. Represents the District at Information Technology department meetings related to area of assignment; promotes the District's position related to Information Technology.
20. Performs other duties as assigned.

### **QUALIFICATIONS**

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*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:**

- 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.
- Principles and methods of systems alternatives.
- Principles and methods of systems and business process analysis and project management.
- Applications design principles and development methodologies and tools.
- Program development and administration.
- Supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes, and regulations relating to information systems and management.

#### **Ability to:**

- Build team support.
- Develop cooperative working relationships in a highly diverse environment.
- Provide leadership in planning and implementing effective and efficient information management systems.
- Concurrently direct multiple projects related to applications, programming, and user training.
- Work effectively with user groups to determine and develop solution to administrative issues and information needs.
- Oversee, direct and coordinate the work of lower level 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.



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- 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 off the performance of duties.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

- A Bachelors degree from an accredited college or university.

#### **Required Experience:**

- Four years of experience in information systems project management and systems analysis, which should include two or more years of experience at a management level with supervisory, team leadership, and workload management responsibilities.
- 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 Experience:**

- A Master's degree form an accredited college or university.

## **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.