



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director of Planning, Research & Knowledge Systems	Classified Administrator	Administration Range "G" 225 Days
BOARD POLICY:	BP 2070.24	DATE ADOPTED: September 9, 2002

JOB DESCRIPTION

The Director of Planning, Research & Knowledge Systems directs and coordinates activities related to institutional planning, research and evaluation, and knowledge systems that support the mission and purposes of the Cabrillo Community College District.

SCOPE

Under the general direction of the Superintendent/President, or designee, the Director of Planning, Research & Knowledge Systems provides leadership, direction, and coordination for the college master planning process and other plans and planning processes, the college's research program, and the college's knowledge management systems. The Director supervises and evaluates staff and develops and controls budgets relative to areas of assignment.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs the institutional research office and the reporting of information about Cabrillo Community College District.
2. Directs or performs studies required for accreditation of the college and individual programs.
3. Assists with, or directs the development of, most surveys conducted by the college.
4. Directs or performs analysis and preparation of resulting reports for surveys conducted.
5. Serves as technical research consultant to the college administration, faculty, and staff. (E)
6. Directs and coordinates institutional research information exchanges with other institutions. (E)
7. Audits and releases official information about college student enrollment, faculty, student and staff characteristics. (E)
8. Directs and coordinates the comprehensive college master planning process, and other planning processes. (E)
9. Ensures integration of research outcomes and knowledge management systems in planning and decision-making.
10. Supports and organizes program review efforts. (E)
11. Conducts and updates college environmental scanning and planning assumptions.
12. Maintains the college data warehouse. (E)
13. Develops data marts using information from the college enterprise resource planning application (Datatel) in decision-making, research, planning, development, institutional effectiveness and accountability.
14. May direct and coordinate work of others to develop, test, install, and modify programs, reports, data structures, queries and other related items within the college data warehouse realm.
15. Reviews existing college knowledge information systems, evaluate effectiveness and recommend new systems.
16. Conducts studies addressing the acquisition of or the development of new knowledge information systems to meet current and projected needs.
17. Chairs, or serves as member of, college committees, and participates in professional organizations as appropriate to assignment.

QUALIFICATIONS

Education and Experience:

A Master's degree in a social science, mathematics, statistics, business, economics, or other research field is required. Demonstrated specialized experience in institutional research. Proven ability to administer, design, and effectively maintain an institutional research program at a state-of-the-art level is required. Demonstrated experience with the various facets of information technology, knowledge management support systems, and state-of-the-art statistical software. Demonstrated familiarity with research requirements for validation of assessment programs.

Knowledge and Abilities:

The knowledge of design, analysis, reporting, and implementation of higher education institutional research; information technology; development and support of administrative planning; knowledge management concepts; study and report design; preparation and presentation of reports.

Ability to interact effectively in a complex environment with requests from many sources; to direct and maintain an ongoing institutional research program and a comprehensive planning system at a state-of-the-art level for a higher education institution; to effectively utilize knowledge management tools including data warehouses, data mining, and portals; to effectively communicate both verbally and in writing.

Desirable:

A Doctoral degree in any of the above fields is desired. Teaching experience and experience in higher education institutional research is desired. Experience in developing and supporting institutional planning processes is also desired.

Adopted: July 11, 1988
Revised: August 5, 1996
Revised: September 9, 2002