

ASSOCIATE VICE PRESIDENT, INFORMATION TECHNOLOGY
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Associate Vice President, Information Technology serves as the college's chief technology officer and leads, directs and coordinates the development and deployment of information technology resources to achieve the mission and goals of the college.

SCOPE

Under the general direction of the Superintendent/President, the Associate Vice President, Information Technology provides leadership and strategic vision for planning and implementing information technology to support the instructional, administrative and operational programs and services of the District. The Associate Vice President, Information Technology directs an array of services including computer center operations, voice and data communications systems, administrative computing systems, network services, e-mail, intranet and internet services, technical support services, media services, computer hardware and software acquisition, inventory, maintenance and repair, and computer system design and installation.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Coordinates and guides development and implementation of the college technology plan based upon the college master plan. *(E)*
2. Develops and directs a technology infrastructure that supports the academic, administrative and operational functions of the district. *(E)*
3. Works with Instruction, Student Services and Business Services to identify and support the use of information technology to improve college programs and services. *(E)*
4. Develops, recommends and coordinates the implementation of policies, standards, protocols and user rights and responsibilities for the acquisition and use of technology. *(E)*
5. Coordinates selection and directs the installation, refinement and upgrading of enterprise software systems (e.g., Datatel). *(E)*
6. Develops and enforces policies and procedures to ensure the protection of college technology assets and the integrity, security and appropriate confidentiality of college data.
7. Directs and coordinates the development and operation of telephone services, e-mail, and intranet and internet services. *(E)*
8. Defines projects and conducts feasibility studies, outlines methods of approach and schedules projects in light of priorities, workload and available resources. *(E)*
9. Directs and coordinates the installation, operation and maintenance of open access student computer facilities. *(E)*
10. Provides responsive advice, counsel and education to college leaders on technology issues and trends. *(E)*
11. Continually develops the skills of technology support staff. *(E)*
12. Directs the preparation and management for areas of assigned responsibility. *(E)*
13. Trains, supervises, evaluates performance and provides leadership to assigned employees. *(E)*
14. Prepares a variety of reports and correspondence appropriate to assignment. *(E)*
15. Represents the college in relationships with the State Chancellor's Office, other community colleges, other institutions and agencies and the community in areas related to technology. *(E)*
16. Chairs and serves on college committees and participates in professional organizations appropriate to role.
17. Performs related duties as required or assigned.

(E) = designates essential functions

QUALIFICATIONS

Education and Experience

- Any combination of education and experience equivalent to a Master's Degree.
- At least three years demonstrated experience in information technologies management in complex organizations.
- Experience in higher education is highly desirable, and experience in a classroom environment is also desired.
- Significant experience in budget management and in developing, implementing, and assessing short and long range plans.
- Experience in strategic planning related to technology.
- Demonstrated successful supervisory experiences with a commitment to mentoring, training and developing staff.

Knowledge and Abilities

- Demonstrated knowledge of computer hardware and software, communications systems and networks and related technology.
- Demonstrated ability to solicit constructive input from stakeholders with differing priorities and perspectives as part of the decision-making process.
- Knowledge of the use and impact of technology on teaching and learning.
- Demonstrated ability in systems analysis and design.
- Demonstrated skills in project management.
- Knowledge of the use of technology to support administrative functions, including enterprise software systems.
- Strong organizational skills.
- Effective interpersonal and communications skills.
- Ability to work on multiple complex tasks against challenging deadlines.

Adopted: February 1, 1988
Revised: December 7, 1992
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