DIRECTOR OF COMPUTING RESOURCES
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of Computing Resources is responsible for all developmental and operational activities related to providing administrative and academic computing support to the college; for supporting the computer needs of academic/instructional users on academic/instructional computers; for implementation of a wide area network incorporating the Watsonville Center and connection of the college to the World Wide Web and Internet; coordinates shared computer lab facilities for the campus academic community; and projects future needs for the campus community.

SCOPE

Under the general direction of the Assistant Superintendent/Vice President, Business Services, the Director of Computing Resources directs all activities related to the design, development, and implementation of administrative computing applications, including but not limited to, systems design, computer programming, college computer center operations, software and hardware selection and acquisition, technical support for users of administrative computing products, and data communications.

In addition, the Director of Computing Resources evaluates academic/instructional support function including acquisition, inventory, maintenance, repair, technical support; directs the operations of a district-wide instructional computing program and recommends the uses of academic/instructional computing facilities.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the administrative and academic computing activities of the college.
2. Directs, trains, supervises and evaluates computing resources staff.
3. Designs, directs and participates in the configuration and operation of institutional computer systems networks, and wide area networks, including the Internet.
4. Directs and participates in the maintenance of networking systems and computer equipment for district-wide use.
5. Designs, directs and participates in the configuration of the college-wide telephone system.
6. Provides for general computer instruction and assistance for students on a variety of computer related laboratory and course related matters, and schedules demonstrations of new computer hardware and software products appropriate to the college.
7. Directs operation of the faculty/staff teaching and learning center.
8. Confers with faculty and administrators in determining requirements for new data processing systems and modifications of existing applications.
9. Defines projects, conducts feasibility studies; outlines methods of approach, and schedules projects in light of priorities, workload, and availability of human resources.
TYPICAL DUTIES AND RESPONSIBILITIES (Cont’d.)

10. Directs the utilization of all computing facilities.
11. Supervises and participates in systems analysis and design.
12. Directs implementation of user rights, services and security for district-wide computing efforts.
13. Directs software installation and configuration.
14. Coordinates distributed and centralized computer printer sharing services.
15. Recommends the purchase of and directs the maintenance of equipment used for district-wide computing.
16. Maintains understanding and awareness of current trends in the areas of computer and hardware, software, telecommunications, systems analysis and design, automated office procedures, public policy and law related to computers, and issues confronting the college, which lend themselves to administrative computing support.
17. Learns, interprets and applies pertinent rules, regulations, laws, policies, and procedures, including collective bargaining provisions as they relate to Computing Resources staff.
18. Prepares annual budget requests for Computing Resources and controls the departmental budget; and assists in the preparation of the district budget.
19. Prepares reports, research data and materials as appropriate to assignment.
20. Participates in state-wide projects related to community college administrative computing, and represents the college in relationships with other community colleges, educational institutions, public and private agencies, and the community in areas related to computing.
21. Attends and participates in professional groups, seminars and/or courses, and provides for Computing Resources staff development.
22. Participates in recruitment and selection process for Computing Resources and other college faculty and staff.
23. Serves on district/college committees as required or assigned.
24. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to completion of a Master's degree; and demonstrated successful experience in directing activities such as described.
Knowledge and Abilities:

Knowledge of computer operating systems and environments (specifically HP 3000, MS DOS, OS/2, Macintosh, and Unix/ Xenix) with emphasis on microcomputers; microcomputer networks and connection to minicomputer equipment; microcomputer parts, tools, equipment, and methods used in the diagnosis, formatting, installation and maintenance of microcomputer hardware and software; microcomputer applications for spreadsheets, databases, word processors, communications, and graphics; principles and procedures of recordkeeping and inventory; basic budget principles; and basic principles of supervision, evaluation and training.

Ability to provide computer assistance to faculty, staff and students; troubleshoot hardware, software, and networks; effectively operate a variety of computers, related hardware and software; maintain networks and communication systems; keep abreast of changing computer technology and provide recommendations for responding to these changes; effectively respond to requests and inquiries from the general public, faculty, staff, administration and students; assist in budget preparation and management; supervise, train and evaluate assigned staff; communicate clearly and concisely, both orally and in writing; perform consistently under the pressures of deadlines and other administrative demands; and establish and maintain cooperative working relationships.

AUTHORITY AND RESPONSIBILITY

The Director of Computing Resources supervises academic and classified staff assigned to Computing Resources.

Adopted: February 1, 1988
Revised: December 7, 1992
Revised: August 5, 1996