EXECUTIVE DIRECTOR OF INFORMATION SYSTEMS AND TECHNOLOGY
(Management Designation)
(Range 60)

DEFINITION
Under general direction of the Assistant Superintendent/Vice President, Administrative Services; coordinate and provide leadership for all information systems and technology matters at the District. Information systems and technology matters include; Enterprise Application and required reporting, installation and maintenance of the District’s LAN/WAN and workstations, technology training, user support, and digital information stewardship. The Executive Director supervises assigned staff and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The incumbent in this position will promote the connection between Computer Services functions and student learning outcomes, administrative services outcomes, and institutional effectiveness by ensuring all information systems and technology matters of the District effectively serve students, faculty, staff, and managers.

ESSENTIAL FUNCTIONS
• Provide leadership with innovative technology solutions for District needs;
• Provide leadership for a customer focused Computer Services department, which will effectively serve both instructional and administrative functions;
• Provide general leadership, goal setting, planning and project management for the Computer Services department and for the District’s information systems and technology needs;
• Provide leadership in the development, implementation and assessment of the District’s Technology Plan;
• Direct the planning, analysis, and programming and/or acquisition of computer applications for the District;
• Direct implementation and support of District LAN/WAN, associated peripherals and software for the District;
• Direct technology training and user support for the District;
• Provide collaboration and support for the District web development;
• Provide technical direction to the college including policies, procedures and standards. Promotes the appropriate use of new technologies;
• Serve on the Superintendent/President’s Cabinet, college governance committees, as requested by the Superintendent/President;
• Serve as the district’s Information Security Officer;
• Responsible for data security policies and implementation;
• Maintain a current hardware and software inventory for the district;
• Provide leadership in the utilization of technology and applications for both instruction and administration including; needs assessment, equipment and software specifications for acquisition, installation, training, and continuing support;
• Consult, advise, and provide leadership to administrative, instructional, and student services staff on matters relating to information technology capabilities, services and needs;
• Direct the preparation of proposals and bid specifications for procurement of all information technology services, network hardware, and software for the college;
• Supervise the submission of required reports;
• Maintain an understanding of current trends and legal requirements in technology and implement as appropriate for the District;
• Recommend for employment, provide for training, direct, supervise, and evaluate the work performance of department staff;
• Recommend and administer department budget;
• Serve on district standing committees; represents the college in county and statewide college computers services activities; and
• Perform other related duties as required.

QUALIFICATIONS

Education:
Required
• Baccalaureate degree.

Experience:
Required
• Five years in technology management or supervisory position with budgeting experience.
• Five years of experience with integrated ERP.

Knowledge of:
• Mainframe, microcomputer, and networking technologies;
• Principles and methods of system analysis, design and implementation;
• Principles and techniques of organization and management;
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
• Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
• District policies and procedures.

Ability to:
• Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:
• Read and comprehend printed matter and text and data on computer monitors;
• Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
• Sit or stand for extended periods of time;
• Lift and/or carry 25 pounds; and
• Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):
Required
• Valid driver’s license and eligible to obtain California driver’s license upon hire.

Board of Trustees Approval: 09/1991; 05/1994; 12/13/06; 07/09/14

Executive Director of Information Systems and Technology
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