

## **SENIOR DIRECTOR OF INFORMATION TECHNOLOGY**

### **DEFINITION**

Under general direction of a District executive, provide leadership and implementation for the district's overall Information Technology System and services. The Senior Director of Information Technology has primary responsibility for planning, organizing and managing district-wide technology functions including networking, architecture, applications, and operations, and their integration with institutional planning.

### **SUPERVISION RECEIVED AND EXERCISED**

The Senior Director of Information Technology reports directly to a District executive.

Provides direct supervision over IT managers, and to numerous professional, technical as well as other administrative support staff, as assigned.

### **EXAMPLES OF DUTIES**

- Responsible for planning, direction, and management of the district's Information Technology, which includes networking, MIS, applications development, technical services, and computer operations.
- Develop, maintain, and evaluate policies, procedures and standards required to provide flexible and cost-effective Information Technology (IT) services essential to quality instruction, and administrative processes.
- Provide leadership for the acquisition, development, and implementation of a high-quality open architecture Information Technology infrastructure.
- Develop an on-going planning process in Information Technology that will serve the administration, faculty, staff, students, and the colleges.
- Coordinate collaboration of Information Technology efforts among the colleges and district.
- Work collaboratively with appropriate campus committees and managers to develop a program to maximize access and use of technology.
- Collaborate with both colleges and provide leadership regarding the acquisition, installation, operation, and maintenance of hardware and software.
- Contribute to the district's achievement of accurate enrollment management.
- Evaluate and implement technologies that require high levels of understanding and training.
- Prepare, administer, and monitor the annual technology budget and maintain budget controls and required documentation for categorical expenditures.
- Investigate, design and implement information technology processes and logistics that contribute to student success.
- Chair district-wide Information Technology related committees.

- Prepare agenda items for the Board of Trustees relating to Information Technology and arrange for Board reports from the colleges/district regarding Information Technology.
- Interface with vendors and other outside companies and agencies as appropriate.
- Perform a wide variety of administrative and technical duties.
- Perform other related duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### **Criteria and Qualifications:**

- Experience in an academic environment in an IT leadership role.
- Understanding and use of technology to advance the District's mission.
- Broad experiences in technology management and implementation.
- A sophisticated understanding of the role and importance of research in a California community college district.
- Evidence of strong communications skills.
- Strong project management background and orientation.
- High degree of professionalism and integrity.
- Commitment to participatory governance.
- Experience with Colleague by Ellucian ERP system.

### **Licenses and Certificates:**

- Possession of a valid California Motor Vehicle Operator's License.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- **Education:** A Bachelor's Degree from an accredited College or University in Information Technology or a related field AND three years of leadership experience reasonably related to this administrative assignment.
- **Experience:** Demonstrated work history of increasingly responsible positions in Information Technology; Experience in an academic environment in a leadership role; History of having a strong, open, collaborative leadership style; Sensitivity to and knowledge of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty and staff.

*Class Adopted: 8/3/2020*

*Class Amended:*