

**ASSOCIATE VICE PRESIDENT
INFORMATION AND TECHNOLOGY SERVICES**

DEFINITION

Plans, develops, implements and administers a district-wide infrastructure of information services and technology applications. Serves as a member of Cabinet who interacts with faculty, administration and staff to bring about an integrated approach to provide instructional technology and information services throughout the district. Aligns the technology vision with the district's master plan by integrating district processes with appropriate technologies.

SUPERVISION RECEIVED AND EXERCISED

Supervises classified managers and staff within Instructional Technology, Instructional Support Systems and Information Services.

General supervision is received by the Executive Vice President of Administrative Services.

EXAMPLES OF DUTIES

Supervises and provides direct support of instructional, administrative and student services computing systems for all areas of the district.

Coordinates with senior management in Instructional Services to oversee Instructional Technology Services provided to faculty and staff. Provides support to instructors, instructional labs and classroom technical support including multi-media instructional platforms, distance education technologies, learning center and library support, media services, internet and cable, all of which must serve clients on the main campus and satellite sites.

Manages a district-wide, web-based environment; multipurpose communications systems including audio, data, video, internet access and the district website; electronic equipment technology, purchasing, installation, maintenance and repair; and voice and data networks.

Develops, implements and maintains the Enterprise Resource Planning System; administrative system operations; office automation systems; district/state MIS; administrative decision making support systems; student services information support systems; administrative computing operations; software package project management, development, implementation and maintenance; and local and wide area networks and backbones.

Develops and updates an integrated long-range, college-wide Instructional Technology and Information Services master plan for the district incorporating current trends in information technology. The plan will include policy guidelines and priorities in conjunction with the district-wide comprehensive planning process and overall district priorities.

Supports, assists and coordinates necessary activities to accomplish goals, objectives and priorities established in the educational master plan.

Maintains an in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required.

Prepares and monitors budgets and allocates resources within budget constraints.

Procures and administers leases, licenses and maintenance agreements for hardware, software and peripherals used in academic or administrative applications of technology.

EXAMPLES OF DUTIES (continued)

Supervises and evaluates classified managers, academic coordinators, and associated technical and support staff responsible for telecommunications operations, computer programming and support networks.

Develops, maintains and oversees information security and privacy policies, technical standards, procedures and controls that ensure efficient, secure management of health, financial, student, research and other information and resources.

Maintains compliance with the college's policies and accrediting bodies' regulations by monitoring operations and implementing corrective measures as needed.

Provide system-wide leadership and oversight to meet all regulatory requirements imposed by HIPAA, FERPA and other state and federal policies.

Prepares and maintains a process and procedure to meet requirements for a variety of records and reports for district, state and federal agencies.

Serves on advisory committees such as Academic Affairs and chairs the Campus Computer Coordinating Committee.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current methodology of software engineering, systems design, architecture design, network architecture and design concepts, database management systems and software, requirements development, high level and detailed design, quality assurance, testing and validating.

Enterprise Resource Planning (ERP) human resources, financial, and student systems such as PeopleSoft, Oracle, etc.

Strategies for developing, implementing and maintaining technology master plans.

Operating system capabilities and constraints applicable to enterprise information systems and platform operating systems.

Current technological architecture and tools.

Project management methodologies.

Management skills with policy and budget formation including preparation and administration of the annual budget.

Principles and practices of administration, supervision and training.

Ability to:

Establish goals and develop a strategic plan with identifiable outcomes, measures and implementation schedule.

Lead, develop, supervise and evaluate technical and administrative staff.

QUALIFICATIONS (continued)

Interpret, apply and explain rules, regulations, labor contracts, policies and procedures.

Plan and prioritize large projects.

Troubleshoot complex systems and problems.

Provide effective customer service and end-user satisfaction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.

Exercise critical and independent judgment.

Understand the needs of the department in the context of overall instructional programs.

Participate with the management team to set goals and priorities for the college as a whole.

Plan, organize and implement multiple projects and programs and provide updates regarding progress towards completion.

Compile and present narrative and statistical reports in a concise and comprehensive manner.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education: A Master's degree in Management Information Systems, Computer Science, Computer Engineering, Business Administration, Public Administration or a related field from an accredited institution.

Experience: At least five years of progressively responsible experience in the design and development of information systems, preferably involving enterprise applications similar to those used in the district, such as PeopleSoft and Oracle. Three years of the required experience must have been at a project management or management level.

Desirable:

Eight years of experience in the information technology field including experience in systems analysis and design, programming, telecommunications, instructional technology and client-server services.

A Doctorate degree in Management Information Systems, Computer Science, Public Administration, Business Administration or a closely related field.

Experience with PeopleSoft Campus Solutions, Oracle E-Business Suite, Oracle databases, and CISCO networks.

Experience working in a shared governance environment.