

EXECUTIVE DIRECTOR OF INFORMATION SERVICES

Responsible To:	Superintendent/President
Authorization From:	Superintendent/President
Classification:	Classified Administrator
Salary:	Educational, Confidential and Classified Administrator Salary Schedule, Grade 19

GENERAL RESPONSIBILITIES

The Executive Director of Information Services shall assist the Superintendent/President by maintaining the information technology resources of the District and facilitating the use of that information for planning, research and governmental reporting requirements. The Executive Director of Information Services supervises the Information Technology Services Department in meeting the information needs of all district departments, as well as facilitating the planning and constant improvement of the District's information infrastructure.

DUTIES AND RESPONSIBILITIES

- Maintain the administrative and instructional information technology resources of the District.
- Review and analyze department functions to develop and implement solutions, training and applications that support their information technology and planning needs.
- Develop and implement district standards and specifications for hardware and software acquisition. Develop procedures that insure the integrity of institutional information.
- Oversee and direct department's efforts at developing internal standards and procedures and set long term objectives and goals.
- Serve as Chief Information Systems Officer for the District's state and federal reporting requirements.
- Supervise and lead ITS staff by training, evaluating and coaching.
- Develop annual departmental budget and collaborates and advises with other departments in budgeting for their information technology needs.
- Participate as a college and community resource for issues concerning information technologies.
- Participate in contract negotiations for computer hardware, network, voice, software, maintenance and related services.
- Participate and/or coordinate committees, taskforces and teams as assigned or needed.
- Supervise and administer the implementation and on-going functionality of the college's Enterprise Resource Planning (ERP) software.
- Develop strategic plans and oversee all aspects of administrative information systems including server systems, data/telecommunications networks, voice telephone system, desktop PCs their operating systems and on-board applications.
- Responsible for the administration of system accounts, passwords, security, and data integrity.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

This position requires a Bachelor's degree from an accredited institution. Five (5) years of increasingly responsible experience in supervision and management of an Information Services Department in a higher education setting. Willing to be a participant in the community that is served by the college. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

An earned Master's degree, from an accredited institution, in a field related to Information Systems. An understanding of laws and regulations governing California community colleges. Demonstrated understanding of the relationship between a small, rural community college and the community it serves.

SPECIAL KNOWLEDGE/SKILLS

- Knowledge of computer networks, hardware and student information systems.
- Knowledge of voice systems.
- Knowledge of computer applications development and implementation methodologies.
- Knowledge of state and federal reporting needs of the California community college system.
- Ability to manage a multi-million dollar technology focused budget
- Ability to supervise, evaluate and train technical personnel.
- Ability to coordinate district functions.
- Strong organizational, communication and interpersonal skills.
- Ability to interpret policy, procedures and data.
- Demonstrated understanding of and commitment to cultural diversity.

SALARY AND BENEFITS

Initial placement is dependent upon education and experience, based on the 2016-17 Educational, Confidential and Classified Administrator Salary Schedule, the starting salary range is \$91,278.00 – \$123,733.00 annually. An annual doctoral stipend is \$3,622.77 is included in addition to the salary when appropriate. The District offers medical, dental, vision and life insurance to employees and dependents.