



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF INFORMATION TECHNOLOGY

NATURE OF THE POSITION

Under the supervision of the Assistant Superintendent/Vice President of Administrative Services and College Advancement, the Director of Information Technology plans, organizes, controls, and directs the activities and operations of the Information Technology Department; evaluates, develops, modifies, and implements information systems and procedures; provides strategic leadership and advocacy to service and programmatic areas involving service to academic programs, instructional support, administrative support, student services, and District leadership; supports campus technology, electronic classrooms and labs, telephone, video, audio, project development, event support, and emerging technologies; identifies opportunities to ensure technology is focused on the District's comprehensive master plan and strategic goals; trains, supervises, and evaluates the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, controls, and directs the activities and operations of the Information Technology Department; evaluates, develops, modifies, and implements information systems standards and procedures; establishes procedures for the maintenance of the District's database integrity.
2. Designs the appropriate IT organization structure; coaches and develops personnel, providing real time feedback; ensures that the responsibilities and accountability of all direct and indirect team members are defined and understood; provides guidance to all team members on technical and architectural issues.
3. Trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and terminations; assigns employee duties and reviews work to ensure compliance with established standards, requirements, and procedures.
4. Develops, implements, and monitors goals, priorities, procedures, schedules, and standards related to internal information systems operations; ensures compliance with established goals, priorities, procedures, schedules, and standards.
5. Analyzes existing systems and operations and assesses and advises on personnel, hardware, software, and alternative methods of meeting District information requirements; reviews proposed hardware and software projects and revisions to existing platforms.

6. Develops technological vision and strategy, including the information technology of the organization, enterprise architecture, vendor strategy, IT department objectives, and roadmap in alignment with the overall goals and objectives of the District.
7. Oversees the development and control of District's databases; develops and implements District-wide database standards.
8. Provides leadership in enterprise-wide project selection, prioritization, and sequencing balances desired outcomes against available resources; proposes alternative solutions to business problems and opportunities with recommendations on value, costs, and risks; proactively recommends process enhancements and new solutions to improve business effectiveness and efficiency.
9. Plans and oversees the implementation of IT related projects and new systems, including systems customization and integration.
10. Coaches and supports employees to help them more effectively utilize technology solutions.
11. Develops and maintains business recovery plans to ensure timely and effective restoration of IT services in the event of a disaster.
12. Leads negotiations with vendors; creates optimal portfolios of vendors to ensure the highest values of delivery from technology suppliers.
13. Designs and supports wide and local area networks; troubleshoots network problems; installs networks; maintains District servers.
14. Manages computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software updates, and tuning of computer systems for efficient operation and support for District students and personnel.
15. Builds and designs technology infrastructure, including networks, applications, and computer systems to ensure service delivery for students and employees.
16. Creates, maintains, and evaluates clearly understood business performance metrics to assess the gap between desired versus actual outcomes and cost effectiveness.
17. Develops and prepares the annual preliminary budget for Information Systems; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations and procedures; prepares cost estimates on data processing activities and project control as directed.
18. Performs systems analysis, system design, and database management work; participates in testing and de-bugging activities of District programs; performs related systems activities including configuring new computers, installing systems, and repairing systems as needed.
19. Provides technical expertise, information, and assistance to the assigned administrator regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
20. Assists personnel regarding the technical aspects of data processing, including system and program operations, equipment, costs, operations, problems, and other related areas.
21. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

22. Communicates with other administrators, vendors, consultants, personnel, and outside organizations to coordinate activities and programs, and resolves issues and conflicts and exchanges information.
23. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to various sites to conduct work.
24. Establishes effective succession plans for the key members of the IT team; communicates effectively and builds teamwork and professional relationships with District personnel.
25. Ensures the effective, comprehensive, ongoing maintenance of all IT infrastructure; provides all required risk and compliance oversight; represents IT and reports on District technology, strategies, and activities to Board, audits, compliance, and regulatory bodies.
26. Maintains current knowledge and evaluates emerging technology and related trends in the industry; makes recommendations regarding various hardware, software, and supplies; serves as liaison with vendor representatives and assures maximum efficiency from service providers, equipment, and software.
27. Directs the development of new programs; prepares progress reports as appropriate.
28. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, and direction of PVC's Information Systems Department.
2. Principles and techniques of systems development and administration, program planning, and computer programming and processing.
3. Principles and elements of computer systems and procedures analysis and design.
4. Organization, procedures, and operating details of the department.
5. Application of information management techniques in a college environment for office automation, network, accounting, statistical, and record keeping operations.
6. LAN and WAN topologies.
7. TCP/IP protocols.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, and training.
11. Applicable laws, codes, regulations, policies, and procedures.
12. Interpersonal skills using tact, patience, and courtesy.
13. Operation of a computer and assigned software.

ABILITY TO:

1. Plan, organize, and administer the activities and operations of the Information Systems Department.
2. Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions, and recommendations, and design and implement procedures.
3. Train, supervise, and evaluate the performance of assigned personnel.
4. Troubleshoot network problems and connectivity issues.

5. Apply principles of data processing to various problems.
6. Communicate effectively both orally and in writing.
7. Interpret, apply, and explain rules, regulations, policies, and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and timelines.
12. Evaluate, interpret, and report research findings.
13. Work independently with little direction.
14. Plan and organize work.
15. Prepare comprehensive narrative and statistical reports.
16. Direct the maintenance of a variety of reports and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Five (5) years of increasingly responsible data processing and information systems analysis work including two years in computer networking and troubleshooting and database management and maintenance including one year in a supervisory capacity, or combination of education and experience commensurate with the duties and responsibilities of this position.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, sexual orientation, disabilities, and socio-economic backgrounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid driver's license.

PREFERRED QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. Experience in the California Community College system.
3. Microsoft Certified Solutions Expert designation, or an equivalent certification that endorses your ability to administer and configure computer infrastructure running on Microsoft servers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office setting and Indoor/Outdoor environment,
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified Management position.
2. Row 8 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.