PALO VERDE COMMUNITY COLLEGE DISTRICT
DIRECTOR OF INFORMATION TECHNOLOGY

NATURE OF THE POSITION

Under the supervision of the Vice President of Administrative Services, plan, organize, control and direct the activities and operations of the Information Technology Department; evaluate, develop, modify and implement information systems and procedures; provide strategic leadership and advocacy to service and programmatic areas involving service to academic programs, instructional support, administrative support, student services and College leadership; support campus technology, electronic classrooms and labs, telephone, video, audio, project development, event support and emerging technologies; identify opportunities to ensure technology is focused on the College's comprehensive master plan and strategic goals; train, supervise and evaluate the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, control and direct the activities and operations of the Information Technology Department; evaluate, develop, modify and implement information systems standards and procedures; establish procedures for the maintenance of the District's database integrity.
2. Design the appropriate IT organization structure; coach and develop personnel, providing real time feedback; ensure that the responsibilities and accountability of all direct and indirect team members are defined and understood; provide guidance to all team members on technical and architectural issues.
3. Train, supervise and evaluate the performance of assigned personnel; coordinate subordinate and employee recruitment, selection and training, performance assessment, work assignments, salary and recognition/disciplinary actions.
4. Develop, implement and monitor goals, priorities, procedures, schedules and standards related to internal information systems operations; ensure compliance with established goals, priorities, procedures, schedules and standards.
5. Analyze existing systems and operations and assess and advise on personnel, hardware, software and alternative methods of meeting District information requirements; review proposed hardware and software projects and revisions to existing platforms.
6. Develop 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. Oversee the development and control of District's databases; develop and implement District-wide database standards.

8. Provide leadership in enterprise-wide project selection, prioritization and sequencing balancing desired outcomes against available resources; propose alternative solutions to business problems and opportunities with recommendations on value, costs and risks; proactively recommend process enhancements and new solutions to improve business effectiveness and efficiency.
9. Plan and oversee the implementation of IT related projects and new systems, including ERP system customization and integration.
10. Coach and support employees to help them more effectively utilize technology solutions.
11. Develop and maintain business recovery plan to ensure timely and effective restoration of IT services in the event of a disaster.
12. Lead negotiations with vendors; create optimal portfolios of vendors to ensure the highest values of delivery from technology suppliers.
13. Design and support wide and local area networks; troubleshoot network problems; install networks; maintain District servers.
14. Manage computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software updates and tuning of computer system for efficient operation and support for District students and personnel.
15. Build and design technology infrastructure, including networks, applications and computer systems to ensure service delivery for students and employees.
16. Create, maintain and evaluate clearly understood business performance metrics to assess the gap between desired versus actual outcomes and cost effectiveness.
17. Develop and prepare the annual preliminary budget for Information Systems; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare cost estimates on data processing activities and project control as directed.
18. Perform systems analysis, system design and database management work; participate in the testing and de-bugging activities of District programs; perform related systems activities including configuring new computers, installing systems and repairing systems as needed.
19. Provide technical expertise, information and assistance to the assigned administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
20. Assist personnel regarding the technical aspects of data processing including system and program operations, equipment, costs, operations problems and other related areas.
21. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
22. Communicate with other administrators, vendors, consultants, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
23. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.
24. Establish effective succession plans for the key members of the IT team; communicate effectively and building relationships with District constituent groups, administrators, faculty, students and personnel.

25. Ensure the effective, comprehensive, ongoing maintenance of all IT infrastructure; provide all required Risk and Compliance oversight; represent and report on District technology strategy and activities to Board, Audit, Compliance and Regulatory bodies.
26. Maintain current knowledge and evaluate emerging technology and related trends in the industry; make recommendations regarding various hardware, software and supplies; serve as liaison with vendor representatives and assure maximum efficiency from service providers, equipment and software.
27. Direct the development of new programs; prepare progress reports as appropriate.
28. Perform 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 time lines.
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 in a related field from an accredited college or university.
2. Three 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, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.
2. Microsoft Certified Systems Engineer (MCSE) Certification.
3. Information Technology Infrastructure Library (ITIL).
4. Member of ACAC.
5. Project Management Certification.

PREFERRED QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. Experience in the California Community College system.

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 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.

Board Approved: 01/22/2019

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.

Board Approved: 01/22/2019