

**ASSOCIATE VICE PRESIDENT AND CHIEF INFORMATION SYSTEMS OFFICER**

| **Reports to:**  | Vice President, Administrative Services |  |  |
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| **Dept:** | Information Systems |  |  |
| **FLSA:** | Exempt | **EEO:** Executive/Administrative/Managerial |  |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general direction, plan, organize, integrate and manage the information technology (IT) infrastructure and all related technologies; provide expert professional support and consultation to district management; collaborate with administrators, faculty, and staff in the development and implementation of new and existing technology, systems, and applications; and perform related duties as assigned.

### SUPERVISORY RESPONSIBILITIES:

1. Oversee projects and assignments within the Information Systems (IS) department.
2. Lead efficient operation of the department so that departmental objectives and plans are completed on time.
3. Conduct performance evaluations that are timely and constructive.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Collaborate with members of the executive team to identify ways IS can assist the district in achieving educational, business, and financial goals.
2. Identify new IT developments and technologies; anticipate resulting organizational modifications.
3. Ensure that IT and network infrastructure adequately support the district’s educational, computing, data processing, and communications needs.
4. Develop and implement the IT budget.
5. Provide leadership and collaborate with stakeholders in establishing long-term IS needs and plans, and in creating strategies for developing systems and staffing, and resources, necessary to meet those needs.
6. Develop, implement, and maintain equitable policies, procedures, and guidelines for departmental and districtwide computing activities.
7. Ensure compliance with government regulations that apply to systems operations.

### OTHER DUTIES:

1. Represent the district in community, state, and national organizations and meetings.
2. Participate on and chair committees and special assignments.
3. Perform related duties as assigned.

### REQUIRED SKILLS & ABILITIES:

* Excellent verbal and written communication skills
* Proficient in Microsoft Office Suite or related software
* Excellent ability to conceptualize long-term business goals and develop orderly processes to accomplish those goals
* Excellent managerial skills
* Thorough understanding of information enterprise, security, and education technology systems

### EDUCATION AND EXPERIENCE:

Bachelor's degree in computer science, information technology or a related field and at least six years of professional experience in district-wide strategic technology planning and infrastructure management; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Manager, Infrastructure Systems & Applications and Manager, Technology Support Services.

**CONTACTS:**

Administrators, faculty, staff, various service providers, vendors, contractors and other com-munity college managers and IT staff.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending, and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.