SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR - INFORMATION TECHNOLOGY

Range 165, Schedule 30
$128,642 - $156,714 annual

BASIC FUNCTION:

The Executive Director, Information Technology is responsible for providing the vision and leadership for the integration of information technology services consistent with the District's overall mission and program needs. The Executive Director, Information Technology will work collaboratively with the District's constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District.

Under the direction of the President, the Executive Director, Information Technology will, directly and through assigned staff, plan, organize, control, and direct College-wide Information Technology operations and activities including the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications; control and direct the District's duplications department and telephone infrastructure and equipment; coordinate and direct resources, personnel, communications, programs, fiscal functions and projects to meet College technology needs and assure smooth and efficient division activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

In collaboration with the President, develop **strategic plans** for District-wide information management and technology, including technical architectures, systems, applications, and networks; information security/risk management; data processing; telecommunications; and other aspects of IT that focus on information management capability, integration, and interoperability; ensure strategies and objectives are aligned with and responsive to the District's mission, objectives, and priorities

Plan, organize, control and direct College-wide Information Technology **operations** and activities including the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications; assure optimal allocation of technology systems, resources and personnel; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct resources, personnel, communications, programs, fiscal functions and projects to meet College technology needs and assure smooth and efficient division activities; direct the design, development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities; establish and maintain division time lines and priorities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Monitor and analyze College technology programs, systems, functions and activities for **financial effectiveness and operational efficiency;** respond to administrative input concerning division needs; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Information Technology division.

Plan, organize, control and direct **the design, set-up, development and modification of computer, telecommunication and network systems**, College web sites, multimedia technology, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of system, hardware, software, network, web site, telecommunication system and multimedia equipment malfunctions.

Control and direct the District's **duplications department**; organize and direct operations and activities involved in the design and production of printed materials and related graphic arts to meet organizational needs; discuss printing jobs with clients and process project requests; monitor project progress to assure compliance with established requirements; assure activities comply with related policies, procedures, rules and regulations

Plan organize and direct the installation, maintenance and repair of **telephone systems**, voice-over IP, voicemail systems and related equipment; program and maintain telephones, voice mail boxes, dialing plans and system features.

Plan, organize, control and direct College-wide technology functions to facilitate and enhance the collection, management, manipulation, reporting and distribution of computerized data used for analysis; direct the programming, design, development, upgrading and implementation of **new and existing software, databases and applications**.

Provide **consultation and technical expertise** to administrators, personnel, outside agencies and the public concerning division operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related projects, services, systems, laws, codes, standards, requirements, goals, objectives, rules, regulations, policies and procedures. Assure online content meets applicable legal requirements, including compliance with Section 508 of the Rehabilitation Act.

Monitor, analyze and **identify College technological needs including system and equipment acquisition and replacement requirements**; research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance College operations and meet technology needs; review and authorize proposals for service, system, equipment and software purchases.

Assure adequate resources and personnel to meet College computer system and technology needs; coordinate and direct related **procurement and purchasing functions**; develop and negotiate

contracts and agreements; initiate personnel transactions as appropriate; estimate time, staff and resource requirements for division-wide operations and projects; calculate and prepare cost estimates.

Coordinate and direct division activities, communications and information between administrators, staff, vendors, service providers, contractors, technology users, outside agencies and various local, State and federal agencies; direct activities, personnel and projects to **assure proper and timely resolution to technology issues**, problems, malfunctions and conflicts.

Analyze new technology initiatives to determine costs and benefits of implementation; direct and participate in the preparation of project specifications; monitor, analyze and adjust division activities in response to progress of technology projects; inspect completed projects for accuracy, completeness and compliance with established specifications and requirements.

Develop and prepare the annual preliminary **budget** for the Information Technology division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct the **preparation and maintenance of a variety of narrative and statistical records, files and reports related to technology projects**, plans, software licensing, budgets, systems, financial activity, personnel and assigned duties.

Plan, organize, control and direct **user training, help desk and support functions** related to the operation of computer, network and multimedia technology systems and equipment.

Provide technical information and assistance to the President and other administrators regarding division projects, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of computers, network systems and specialized software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; attend and participate in various technology committees, conferences, seminars and in-services; represent the District in Skelly Hearings as necessary; prepare and deliver oral presentations concerning technology systems, plans and equipment.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer and technology systems, infrastructure and related hardware, software, databases and applications utilized by the College.

Practices, procedures and techniques involved in the design, set-up, development and modification of computer, telecommunication and network systems, web sites, multimedia technology, hardware, software, databases and applications.

Principles, methods and procedures of operating computers, network systems and peripherals.

Principles, practices and methods of database structures, computer programming and system design.

Technical aspects of researching, comparing and purchasing technology systems and equipment. System utilities and design and program applications.

Principles and techniques of systems and network analysis.

College organization, operations, policies and objectives. Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Coordinate and direct resources, personnel, communications, programs, fiscal functions and projects to meet College technology needs and assure smooth and efficient division activities.

Supervise and evaluate the performance of assigned personnel.

Direct the design, development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities.

Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of technology programs, systems, functions and activities. Plan, organize, control and direct the design, set-up, development and modification of computer, telecommunication and network systems, College web sites, multimedia technology, hardware, software, databases and applications.

Assure adequate resources and personnel to meet College computer system and technology needs. Analyze new technology initiatives to determine costs and benefits of implementation.

Synthesize competing and conflicting needs and priorities into cohesive plans, reflecting and supporting the District mission.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction. Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in an information technology-related field and eight years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications including three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials. Sitting for extended periods of time.