SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**   CLASS TITLE: **DIRECTOR INFORMATION TECHNOLOGY INFRASTRUCTURE & SYSTEMS**

SALARY TABLE: **30**   SALARY RANGE: **160**

BASIC FUNCTION:

Under the direction of the Vice President - Information Technology, plan, organize, control and direct operations in support of college-wide initiatives involving technology infrastructure and systems; provide leadership for research, acquisition, development, design, operation, and implementation of enterprise software applications; coordinate the deployment and maintenance of computers, network and multimedia technology systems and related hardware and software; coordinate and direct resources, related procurement functions, personnel and communications to meet College technology needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct operations in support of college-wide initiatives involving technology infrastructure and systems.

Provide leadership for research, acquisition, development, design, operation, and implementation of enterprise software applications.

Coordinate the deployment and maintenance of computers, network and multimedia technology systems and related hardware and software. Coordinate and direct resources, related procurement functions, personnel and communication to meet College technology needs and assure smooth and efficient activities.

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.

Provide leadership, support and training to members of the Information Technology Department. Assist with IT strategic planning. Coordinate the strategic direction for IT staff including setting priorities, developing technology rollout plans, and reporting on group activities.

Provide consultation to Administrative Office, Educational Programs, and Continuing Education administrators, faculty, staff, and students in the implementation of their duties that involve the application of technology solutions.

Participate in technology improvement initiatives across the organization. Work closely with other groups to coordinate plans and activities including coordination documentation, reporting on IT oriented projects, and IT issues associated with Facilities Projects. Review, approve and direct the design and implementation of hardware, infrastructure, and networking requirements in new building projects.

Review and update department standards, manage the creation of documentation and Best Practice standards to assist in directing IT activities. Recognize and identify potential areas where existing policies and procedures require change or creation. Assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Recommend and approve procedural and security standards for Information Technology functions to protect the security of the installation. Assure security standards are maintained.

Inform management of recurring or projected resource and capacity problems. Initiate and coordinate planning and/or corrective action. Inform management of potential risks and technical failures and proactively mitigate risks in these areas.

Work with management to coordinate and improve overall Information Technology services.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the research, acquisition, development, design, operation, analysis, maintenance and repair of College computer, network and multimedia technology systems and related hardware and software.
Practices, procedures and techniques involved in the research, design, development and implementation of instructional technology, network infrastructure and computer systems.
Principles, methods and procedures of operating computers, network systems and peripherals.
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.

Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of hardware, software, networks and multimedia equipment.
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:
Plan, organize, control and direct operations and activities involved in the research, acquisition, development, design, operation, analysis, maintenance and repair of College computer, network and multimedia technology systems and related hardware and software.
Coordinate and direct resources, procurement functions, personnel and communications to meet College technology needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance College operations and meet technology needs.
Direct the planning, design, set-up, development and modification of computer and network systems.
Plan, organize, control and direct the investigation, troubleshooting, diagnosis and repair of hardware, software, network and multimedia equipment malfunctions.
Estimate and assure adequate resources required for College technology needs and related projects.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, 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: bachelor's degree in computer science or related field and six years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer and network systems and related hardware and software including work with technology research and acquisition functions.

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.