

3/7/05 rev.

## OHLONE COMMUNITY COLLEGE DISTRICT

### ASSOCIATE VICE PRESIDENT FOR INFORMATION TECHNOLOGY

#### Summary Description

Serves as the Chief Technology Officer under the general direction of the Vice President Administration and Information; manages highly skilled workforce in a culturally diverse environment; collaboratively creates and manages innovative instructional technology systems for two District campuses; advocates for cost effective and strategic technology applications; provides District-wide leadership and technology planning; leads technical support services and insures the effective delivery of integrated instructional and information services.

#### Example of Duties and Responsibilities.

1. Plans implements and administers a District-wide infrastructure of information services and Technology applications in support of instructional and administrative functions.
2. Provides leadership and coordination for District-wide integrated data base systems (Colleague) and web-based services.
3. Leads, plans, administers, staffs, evaluates and modifies information services, distance education technology support services, telecommunications services, web-based services, network technology services, user support, and academic instructional technology support services.
4. Coordinates and supports necessary activities to accomplish goals and priorities established by the District.
5. Develops and updates an integrated long-range College-wide informational and instructional technology plan for the District.
6. Engages in internal and external environmental scanning and needs assessments to determine present technological requirements and predict future needs of the District. Consults with College constituents to assist with the development of short and long-term computing and technology priorities.
7. Engages the College community, developing strong working relationships. Articulates complex issues consistent with strategic direction. Establishes and effectively communicates priorities to the College community.
8. Evaluates and takes action to improve the effectiveness of the organizational structure, policy framework and operational procedures of the units supervised. Develops position duties and determines job tasks and operating procedures of the units supervised. Develops position duties and determines job tasks and operating procedures that will result in overall work flow processes that are efficient, effective and compatible with the function and activities of other College departments.

9. Plans for and manages the recruitment, interviewing, selection, orientation and continued training and education of staff. Evaluates the work of individuals assigned to the units supervised.
10. Develops implements and monitors operating plans, budgets and expenditures for the units supervised; ensures timely reports as required.
11. Works as an effective member of the administrative team.
12. Initiates and maintains positive relationships with other staff and members of the College community; facilitates relationships with all college and community representatives while working on joint projects.
13. Serves on a variety of district committees, as required.
14. Performs related duties and responsibilities as required.
15. Develops support for campus technology needs, and cultivates community technology partnerships according to the College's strategic plan.
16. Other duties as assigned.

#### Job related and Essential Qualifications

**Education:** Master's Degree and a minimum five years recent senior management level experience, preferably in a college or university environment, in management information systems, computer science, instructional technology, software engineering, or related fields. Meeting of State minimum qualifications at the college level is highly desirable.

**Professional Knowledge:** Effective leadership principles, deep expertise in the areas of interpersonal relations, planning, collaboration, and issue analysis; working knowledge of technologies, enterprise systems, and their applications; network systems and applications; relational data base system preferably Colleague; understanding of business processes and operations; understanding of the academic environment; understanding of the possibilities and limits of technologies; grants and contracts; budgeting and resource management processes; operational effectiveness principles; decision making tools; English usage; applicable federal, state, and local laws, codes and regulations.

**Professional Skills:** Excellent English communication, oral, listening, and written; public speaking; assessment of needs; strategic thinking; organization, supervision, staff education and training, project management, report writing, complex problem solving, credibility, team player, standard mathematic calculations, delegation, statistical concepts and their applications, and interpretative analysis. Knowledge of Colleague highly desirable.

**Professional Abilities:** Able to communicate well with and at all levels of the college; form alliances and relationships with campus constituents; work collaboratively and effectively with staff, peers, faculty, vendors, administrators, and students; agility to stay flexible and open at all times; manage resources when demand exceeds capabilities; act as teacher, facilitator, coach, and partner; ethical in all matters; network with others; able to cross over the artificial boundaries between silos in the college organization; and,

advocate for technology. Demonstrated ability to create an environment which provides constituent-centered technical support.

**Physical Effort:** Normal office environment.

**Working Conditions:** Normal office environment.