Cabrillo College

DIRECTOR OF INFORMATION TECHNOLOGY

JOB DESCRIPTION

The Director of Information Technology serves as the District’s chief technology officer and leads, directs and coordinates the development and deployment of information technology resources to achieve the mission and goals of the college.

SCOPE

Under the general direction of the Vice President, Administrative Services, the Director of Information Technology provides leadership and strategic vision for planning and implementing information technology to support the instructional, administrative and operational programs and services of the District. The Director of Information Technology directs an array of services including data center operations, voice and data communications systems, administrative computing systems, network services, e-mail, intranet and internet services, virtual servers, storage area network, disaster recovery and back-up, technical support services, classroom services, computer hardware and software acquisition, inventory, emergency communications, maintenance and repair, computer system design and installation.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Coordinates and guides development and implementation of the college technology plan in support of the college master plan (E)
2. Develops and directs a technology infrastructure that supports the academic, administrative and operational functions of the district (E)
3. Works with Instruction, Student Services, Administrative Services and the Presidents component to identify and prioritize the implementation of information technology to improve college programs and services (E)
4. Develops, recommends and coordinates the implementation of policies, standards, protocols and user rights and responsibilities for the acquisition and use of technology (E)
5. Coordinates selection and directs the installation, refinement and upgrading of enterprise software systems (e.g., Datatel) (E)
6. Develops and enforces policies and procedures to ensure the protection of college technology assets and the integrity, security and appropriate confidentiality of college data.
7. Directs and coordinates the development and operation of telephone services and e-mail, public and private cloud services (E)
8. Defines scope of projects and conducts research, outlines methods of approach and schedules projects in light of priorities, workload and available resources (E)
9. Directs and coordinates the installation, operation and maintenance of open access student computer facilities, the computer technology center and other student computer labs. (E)
10. Provides responsive advice, counsel and education to college leaders on technology issues and trends (E)
11. Continually develops the skills of technology support staff (E)
12. Supervises the preparation of state-required reports including the District’s Management Information System (MIS) submissions (E)
13. Trains, supervises, evaluates performance and provides leadership to assigned employees (E)
14. Prepares a variety of reports and correspondence appropriate to assignment (E)
15. Represents the college in relationships with the State Chancellor’s Office, other community colleges, other institutions and agencies and the community in areas related to technology (E)
16. Chairs and serves on college committees and participates in professional organizations appropriate to assignment
17. Performs related duties as required or assigned

(E) = designates essential functions
QUALIFICATIONS

Education and Experience

A Bachelor's degree from an accredited college or university in management information systems, computer science or related field. At least three years demonstrated experience in information technologies management in an large institutional setting. Previous budget management experience (e.g. developing, implementing, and assessing short and long range plans); strategic planning experience related to technology; and supervisory experience required.

Knowledge of:

- Computer hardware and software, communications systems and networks and related technology
- Use and impact of technology on teaching and learning
- Use of technology to support administrative functions, including enterprise software systems
- Budget preparation and management
- Effective oral and written communication skills
- Effective interpersonal skills using tact, patience and courtesy
- Supervisory principles and practices

Ability to:

- Solicit constructive input from stakeholders with differing priorities and perspectives as part of the decision-making process
- Exhibit skills in systems analysis and design
- Keep abreast of and be responsive to changes in technology
- Demonstrate skills in project management
- Mentor, train, develop, supervise and evaluate the activities of others
- Communicate clearly and effectively verbally and in writing
- Establish and maintain effective working relationships with faculty, staff and College administration
- Perform consistently under the pressure of deadlines and other administrative demands and work cooperatively with others

Desired:

- Master's degree from an accredited college or university in management information systems, computer science or related field
- Experience in higher education
- Experience in a classroom environment

AUTHORITY/RESPONSIBILITIES

The Director of Information Technology supervises assigned management and support staff in the Information Technology department and other programs designated. In cooperation with other district personnel, the Director of Information Technology is responsible for the successful coordination and operation of the programs to which assigned.

Established: May 3, 2011