



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **DIRECTOR, INFORMATION TECHNOLOGY**

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 27

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#### **DEFINITION**

To plan, organize, direct and coordinate the activities of an assigned department within the information and educational technology division; to coordinate information and educational technology activities with other district departments and divisions; and to provide highly complex staff assistance to the Associate Vice Chancellor.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Associate Vice Chancellor, Information & Educational Technology.

Exercises direct supervision over assigned supervisory, professional and technical staff.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies and procedures; prepare strategic plans related to information and educational technology.

Plan, organize and direct information and educational technology activities in one or more of the following areas: applications, network, desktop support, classroom support or accessibility.

Direct, oversee and participate in the development of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Act as management liaison to the college administration and staff to collaborate on district-wide technology solutions related to area of assignment; provide administrative oversight for construction project activities as it relates to the planning, design, installation and implementation of technology.

Oversee, manage and implement the most complex technology projects; assign project related activities to supervisory staff; manage complex timelines and budgets.

May coordinate and oversee accessibility considerations for information and educational technology in administrative and instructional spaces.

Answer questions and provide information to students, staff, administrators and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of information technology management.

Principles and practices of instructional technology including instructional design.

Equipment, tools and materials used in instructional technology.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office practices, methods and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

**Ability to:**

Organize and direct the day-to-day district-wide information and educational technology operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division and department policies, procedures, rules and regulations.

Supervise, train and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in information or academic technology, including two years of administrative and management responsibility.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information technology or a related field.

### **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: July 1, 2016*

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