



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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# VICE CHANCELLOR, INFORMATION & EDUCATIONAL TECHNOLOGY

Executive Management Position (Exempt Status)

Executive Salary Schedule

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### DEFINITION

To serve as an executive officer and to be responsible for the operation of a major district-wide function; to administer and manage the information systems and educational technology functions and participate in district policy making; and to provide highly responsible and complex administrative support to the Chancellor.

### SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the Chancellor.

Exercises direct supervision over assigned management, professional, technical, and administrative support staff.

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

Develop, plan, and implement district-wide goals and objectives, policies and procedures relative to information systems and educational technology functions, and ensure that implementation of technology occurs in an integrated manner designed for the benefit of both academic and administrative purposes.

Coordinate information and educational technology division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; serve on district-wide committees and councils as directed by Board policies or the Chancellor.

Serve as the district's chief technology officer.

Facilitate cooperative planning, selection, use and support of instructional technology initiatives between the colleges.

Oversee institutional research including data monitoring and analysis in the areas of instruction, student services, administrative services, and institutional effectiveness.

Develop, maintain, and support computing, communications and research services that balance centralized and decentralized approaches to meeting the technology and research needs of academic and administrative users.

Ensure confidentiality, security, and integrity of all electronic information assets and technology infrastructure.

Develop and implement strategies for disaster security/recovery.

Assure proper use of district technology and systems in compliance with applicable laws, rules, regulations, and restrictions; ensure compliance with accessibility laws and regulations related to information and educational technology.

Exercise highest-level oversight of division and/or department budgets; participate in assessing, planning, and implementing capital projects funded by bond measures; participate in the preparation of state and federal grant applications.

Review and evaluate effectiveness of assigned staff, programs, and services; oversee recommendations for the selection of staff.

Participate as a member of the Chancellor's executive management team for the district.

Attend board meetings and make oral presentations; confer with college administrators and members of executive staff regarding board agenda items and management issues involving programs and services of the district, including recommendations for new or revised policies and procedures.

Represent the district or division to other educational institutions, outside groups and organizations; participate in outside community and professional groups and committees.

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 and its application in higher education.

Enterprise-wide applications, infrastructure, networking, telecommunications, security, integration, system and database administration.

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

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

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct, and control the administration and operations of the information and educational technology division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve division related issues; 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.

Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development and supports high levels of student achievement.

Prepare and administer budgets.

Develop and implement policies and procedures.

Gain cooperation through discussion and persuasion.

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

Interpret, explain, and apply state and federal laws and regulations, and district and division policies, procedures, rules, and regulations.

Select, supervise, train, counsel, discipline, and evaluate assigned 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 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:**

Eight years of increasingly responsible experience in developing technology systems in a large organization, including four years of administrative and management responsibility.

#### **Education:**

Equivalent to a Master's degree from an accredited college or university with major course work in information technology, computer science, business administration, 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: August 9, 2023*