

Assistant Director, Information Technology
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Assistant Director, Information Technology, reports to the Director, Information Technology or assigned supervisor. Major duties include responsibility for providing oversight and coordination of the technology support operations for the main campus and each of the satellite sites and project management and implementation of various technology initiatives.

Examples of Duties

1. Provide primary oversight in the coordination of the daily technology support operations for the main campus and each satellite site.
2. Provide oversight and management of the technology ticketing system ensuring support is provided in a timely and efficient manner.
3. Select, train, supervise, and conduct regular evaluations of student workers employed by the technology support services department.
4. Provide backup management support and acts on behalf of the Director, Information Technology.
5. Coordinate with technical staff on the implementation of various new technology initiatives.
6. Oversee the selection, training and supervision of technical support personnel including media services staff.
7. Responds to and resolves inquiries and complaints from students, administrators, staff, and faculty.
8. Performs the management, coordination, and supervision of technology related construction events on campus.
9. Coordinate, plan, and direct technology training and professional development for IT staff.

10. Participate in budget preparation and administration, prepare cost estimates for budget recommendation, submit justifications for expenditures, and monitor and control expenditures.
11. Coordinate with the appropriate college administrators to provide resources to assist college faculty and staff in the implementation of a variety of technologies for the classroom.
12. Performs the management of technology, equipment, and software in computer labs.
13. Performs managing the acquisition, installation, and maintenance of computers, operational software, and the computing network on each college campus.
14. Performs the development of vendor relations for the effective management and implementation of ongoing hardware and software purchases.
15. Develop documentation for training and documenting technology processes, user manuals and job aids.
16. Work with district staff to provide a seamless and effective infrastructure for technology and distance education.
17. Serve on College and District committees as assigned.
18. Perform other related duties and special projects as assigned by the Director, Information Technology or assigned supervisor.

Minimum Qualifications

- Bachelor's Degree from an accredited college/university or equivalent, preferably in technology or a related field plus two years experience in a technology related field.
- Three year's experience in responsible leadership position.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Formalized systems analysis techniques, project management, structured design techniques, and information systems implementation modeling.

- Network operating systems and network management tools; audiovisual equipment; distance education equipment; television operations and cabling infrastructures.
- Computer hardware and software applicable to an educational environment; and of peripheral hardware commonly used in academic computing.

Ability to:

- Supervise others.
- Coordinate and facilitate complex technological undertakings.
- Establish and maintain effective working relationship with others.
- Plan, develop, and manage a department operational budget.
- Plan, organize, and manage complex purchase processes, including negotiations with vendors for hardware and software acquisitions.
- Perform short-and-long-range planning to effectively manage personnel and materials processes of the College information technology department.
- Interpret laws, rules, and regulations affecting community college fiscal, attendance, and personnel accounting.
- Compile clear, accurate statistical reports.
- Logically and realistically, evaluate systems and procedures.
- Evaluate and assign staff for efficient operation of the department.

Working Conditions

Environment: Office

Licenses: Valid California driver's license.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.

2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

R. 3.2023