Executive Director, Information Technology and Planning
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under administrative direction of the President, the Executive Director, Information Technology and Planning provides professional direction and strategic leadership for all campus technology infrastructure planning projects for Bakersfield College's 154-acre Panorama campus and over 100 acres at additional BC sites throughout Kern County.

This executive management position is the primary administrator responsible for the College's planning and oversight of all technology projects associated with the $415 million bond funding in alignment with the Educational Master Plan, Strategic Directions, College Technology Plan, and accreditation standards. The Executive Director is responsible for leveraging multiple funding sources to maximize project scope and prioritize sustainable technology development to support the college's long-range operation.

In addition, major duties include overall responsibility for the effective and efficient operation of information systems for the college and coordination of efforts with the Information Technology Directors and Managers across the Kern Community College District.

Examples of Duties

1. Provide leadership in the strategic oversight and implementation of all short- and long-range technology planning efforts for the college to optimize educational programs and resources as aligned with the College's Educational Master Plan.

2. Lead efforts to expand Bakersfield College sites into rural communities and additional service areas, including primary responsibility for all technology at the 51-acre campus at the Delano-Timmons location and new 31-acre campus in Arvin, as well as classrooms at the Weill Institute and BC SouthWest sites.

3. Plan, organize, and direct activities and operations involved in technology installation and maintenance in all College buildings and facilities, including classrooms, labs, faculty and staff offices, the library, and student services areas.

4. Communicate with the executive leadership team to evaluate growth and technology needs related to classroom and office spaces, including for the strategic planning, development, implementation and support of administrative and

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learning technologies and related support services. Serve on the President's Cabinet and Administration Council to support the College's mission of student learning and achievement.

5. Develop, refine, update, and implement the College Technology Plan and the technology infrastructure components of the Facilities Master Plan; conduct forecasting planning and feasibility analyses.

6. Plan, direct, and supervise the daily operations for information technology for the College administrative and instructional applications.

7. Facilitate the institutional strategic review and planning processes with the campus community and governance committees to enable the development of aligned and integrated strategic initiatives and plans.

8. Ensure the effective use of an IT participatory governance model for all aspects of planning that relate to the College Technology Plan, Facilities Master Plan, Strategic Directions, and Educational Master Plan.

9. Provide leadership in maintaining, reviewing, updating, and planning for the alignment of college processes with accreditation requirements.

10. Plan, develop, and facilitate professional development and engagement opportunities for faculty and staff related to strategic and integrated planning. Coordinate with appropriate college administrators to provide college wide training and assistance on the use of software and hardware in instructional and administrative uses.

11. Plan, develop, and manage the annual budget for information technology, media services, and the student pay-for-print system.

12. Coordinate with the college Facilities department and provide technology strategic direction, guidance, and planning for new construction and building re-model projects.

13. Engage with and evaluate the feasibility of new innovations and grants in the College's guided pathways framework to technologically support the college's high-tech, high-touch model.

14. Direct and manage the acquisition, installation, and maintenance of computers, operational software, and the computing network at each Bakersfield College site. Assist in the development of vendor relations for effective negotiation, contract management, implementation and ongoing support of IT hardware and software purchases

15. Select, train, supervise, and conduct regular evaluations of all assigned staff including technical support personnel and student workers.

16. Develop strategies to maximize the use of staff to provide effective and timely services to the college community.

17. Participate in District wide efforts to develop or acquire specific system software for staff and faculty needs. Work with district staff to provide a seamless and effective infrastructure for technology and distance education. Coordinate with peers on other college campuses in the Kern Community College District in matters of technology.

18. Serve on College and District committees as assigned.   Represent the College and/or District at local, regional, state, and national meetings/conferences as assigned.

19. Attend and participate in professional group meetings; maintain awareness of new trends related to area of assignment; recommend and incorporate new developments as appropriate.

20. Respond to and resolve difficult and sensitive inquiries and complaints.

21. Perform other duties as assigned.

Minimum Qualifications

- Master's degree, preferably in Educational Technology, Management of Information Systems or a related field

- Six years of experience in the management of Information Systems including server and network administration.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Principles and practices of technology design, 504 accessibility compliance, and effective project management.
- Appropriate, efficient, and cost-effective procedures in technology planning and operations at a large institution
- 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.

- Principles and practices of budget development and administration.
- Accreditation standards and college strategic planning processes and planning.
- Pertinent federal, state and local laws, codes and regulations.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Plan, manage, direct, and provide effective leadership for assigned areas.
- Analyze and assess institutional needs related to technology and make appropriate recommendations.
- Effectively plan, organize, direct, and evaluate the work of lower level staff.
- Coordinate and facilitate complex technological undertakings.
- Establish and maintain effective working relationship with others.
- Plan, develop, and manage large and complex budgets.
- 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 and apply applicable federal, state, and District policies, laws, rules, and regulations.
- Compile clear, accurate statistical reports.
- Logically and realistically evaluate systems and procedures.
- Demonstrate sensitivity and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Environment: Office

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.
1	Ability to lift 10 pounds.
1	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)

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