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Director, Information Technology Infrastructure
District Office
Kern Community College District
JOB DESCRIPTION

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Definition

The Director, Information Technology Infrastructure, shall have the following duties and shall be directly responsible to the Chief Information Officer. Major responsibilities include systems administration, integration, support and security; network administration; Internet administration; telecommunications; video conferencing, broadcast engineering; and related work as required.

Examples of Duties

1. Provide District-wide leadership and serve as a consultant in systems, networks, Internet, telecommunications, videoconference and broadcast engineering.

2. Provide leadership in the building and maintaining of KCCD and consortium infrastructure related projects.

3. Within the broad standards developed by the District Information Technology Committee, develop IT Infrastructure standards, policies and procedures.

4. Coordinate, supervise and schedule the installation and maintenance of District Information Technology infrastructure.

5. Specify, prepare cost estimates, and procure all hardware, software and supplies as they relate to the functions of this position.

6. Interface with vendors, other outside companies, and agencies as they relate to the responsibilities of this position.

7. Maintain an inventory of hardware, software, and site licenses as they pertain to the responsibilities of this position.

8. Attend College-based Information Technology Committee meetings upon invitation. Develop an appropriate presence on the campuses that emphasizes service.

9. Plan, prioritize, and supervise the work of staff assigned to this position.

10. Evaluate personnel in the Information Technology Infrastructure division. Recommend personnel to fill vacancies and recommend new positions as necessary.

11. Serve as a representative to the Kern Education Telecommunications Consortium Operations and/or Technical Committee.

12. Represent the Kern Community College District at appropriate local, regional, state, and national meetings.

13. Serve on District committees as assigned.

14. Perform other duties as assigned by the Chief Information Officer.

Minimum Qualifications

- Bachelor's degree, preferably in Management of Information Systems or a related field, or any equivalent combination of education or experience.

- Three years of administrative experience in the management of Information Systems and network administration.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Advanced knowledge of the design, installation, and maintenance of complex information system networks and communication systems.
- Proven ability to manage a multi-million dollar budget.
- Proven ability to work effectively in a coordinating role across multiple constituencies.
- Proven track record in delivering outstanding customer service in a multi-site/campus IT environment.
- Proven track record in effective project management.
- Extensive experience negotiating vendor contracts.
- Proven ability to direct the development and implementation of short-and- long-term cohesive information technology strategies.
- Ability to work effectively with administrators, faculty and staff.
- Excellent oral and written communication skills.
- Demonstrated ability to hold accountable those responsible for carrying out the directives set forth in the information technology plan.

Knowledge and Abilities (continued)

- Ability to effectively manage an IT staff with diverse backgrounds, experiences, and responsibilities.
- Ability to interpret laws, rules, and regulations affecting community college fiscal, attendance, and personnel accounting; to compile clear, accurate statistical reports; to logically and realistically evaluate systems and procedures; to evaluate and assign staff for efficient operation of the department.

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
3	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.
4	Ability to see for purposes of reading printed matter.
4	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 or 2	Ability to lift 10 pounds.
1 or 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)