

Director, Information Technology
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Information Technology, reports to the College President. 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. Plan, direct, and supervise the daily operations for information technology for the College administrative and instructional applications.
2. Direct and manage the acquisition, installation, and maintenance of computers, operational software, and the computing network on each college campus.
3. 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.
4. Manage the technology, equipment, and software computer labs.
5. Manage student workers and supervise the Computer Commons.
6. Oversee installation, training, and service of copiers/printers on campus.
7. Coordinate with appropriate college administrators to provide college wide training and assistance on the use of software and hardware in instructional and administrative uses.
8. Select, train, supervise, and conduct regular evaluations of technical support personnel. Develop strategies to maximize the use of staff to provide effective and timely services to the college community.

Example of Duties (continued)

9. Plan, develop, and manage the annual budget for information technology (IT).
10. Assist in the development of vendor relations for effective negotiation, contract management, implementation and ongoing support of IT hardware and software purchases
11. Lead the appropriate strategic planning processes for information technology to ensure alignment of College and District strategic plans.
12. Participate in the development of user manuals and job aids.
13. Coordinate the development and the update of all systems documentation.
14. Train and provide assistance to the appropriate staff to insure effective operation and use of the distance learning classrooms.
15. Work with district staff to provide a seamless and effective infrastructure for technology and distance education.
16. Serve on College and District committees as assigned. Represent the College and/or District at local, regional, state, and national meetings/conferences as assigned.
17. Support the campus Internet and Intranet activities.
18. Work with District staff to oversee the operation of the campus network including all outreach centers.
19. Participate in District wide efforts to development or acquire specific system software for staff and faculty needs.
20. Coordinate with peers on other college campuses in the Kern Community College District in matters of technology.
21. Cerro Coso Community College specific duties
 - a. Coordinate with KRV/Edwards and Eastern Sierra College Center Directors to assess the remote campuses technological needs and service. This includes, providing appropriate levels of support staff, network connectivity, and applications that supports quality of learning across a large service area.
 - b. Manage, design and deploy the technology and equipment for all smart classrooms and instructional media carts.
 - c. Provide, support, and manage multimedia equipment for campus events.
 - d. Provide support of hardware and software for third party testing centers.

Minimum Qualifications

- Bachelor's degree, preferably in Management of Information Systems or a related field.
- Six years of experience in the management of Information Systems including server 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

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

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)

10/14/07