Associate Vice Chancellor, Information Technology

Class Code:
MC030

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Established Date: Apr 1, 2008
Revision Date: Dec 21, 2015

SALARY RANGE

$143,733.96 - $192,611.04 Annually

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Business and Administrative Services, oversee and provide leadership relative to District information technology services and initiatives, and manage the operations of the District's Information Technology department.

REPRESENTATIVE DUTIES:

Plan, organize, control, and integrate information technology activities and operations, including the analysis, design, programming, and maintenance of applications systems; installation and maintenance of District computer and voice communications network systems; and the installation and repair of computer equipment. *E*

Oversee, plan, and coordinate data and telecommunication network systems design and the installation, implementation and conversion to new programs and hardware; consult with manufacturer's representatives to define equipment needs; perform analyses and present proposals for major purchases of hardware and software. *E*

Develop long-term strategic technology plans for the District; provide direction and input relative to campus technology plans, operations, and application needs. *E*

Develop and enforce District-wide IT standards relative to hardware, software, services, policies, and procedures. *E*

Provide leadership in the development and support of distance education technologies throughout the District; facilitate cooperative planning and implementation of distance education initiatives between institutions. *E*

Provide technical direction for the development of information systems applications and the

deployment of third-party applications. *E*

Ensures that all District information technology is secure, conforming to industry standards and best practices. *E*

Develop and maintain a business continuity plan for information technology services. *E*

Develop the department's annual budget; implement budgetary and accounting control systems for the department; forecast funds needed for the department's staffing, equipment, materials, and supplies; approve department expenditures and implement budgetary adjustments as appropriate. *E*

Maintain current knowledge of new information technology trends and innovations; attend and participate in professional group meetings; participate in professional development activities; read publications relevant to area of assignment; evaluate emerging technologies for applicability in the District's environment. *E*

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. *E*

Attend and chair District-wide councils, committees, task forces and meetings as required; represent the District in regional and statewide meetings of information systems software and hardware professionals. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination equivalent to a master's degree in Information Systems or related field from an accredited college or university and five years of increasingly responsible professional-level information technology experience, including experience in strategic planning; oversight and design of programming, networks, and telecommunications systems; and oversight of user support operations. Three years of the aforementioned required experience must have been in a management role. Experience in a higher education environment is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

Operational characteristics, services, and activities of information systems programs in higher education institutional environments
Principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative and business-oriented applications, and the cost-benefit of systems alternatives
Principles and theories of network design
Modern data network standards, hardware, and software
Modern voice communications standards, equipment, and requirements

Information security standards, policies, and procedures
Principles of operational and project budget preparation and administration
Principles and practices of management, supervision, training, and performance evaluation
Pertinent federal, state, and local laws, codes, and regulations
Methods and techniques of systems analysis
Operating principles, parameters, methods, practices and limitations of mid-range computers, personal computers, and related equipment
Methods and techniques of program development and project management as applied to computer systems development and installation

ABILITY TO:

Select, supervise, train, and evaluate staff
Develop and implement appropriate procedures and controls
Exercise sound independent judgment within general guidelines
Perform complex analysis and research, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations in support of goals
Prepare clear, concise, and comprehensive administrative and technical reports
Work on multiple, concurrent projects with strict deadlines and with frequent interruptions
Utilize standard office equipment including computers and related software applications
Read and interpret complex data, information, and documents
Understand, interpret, explain and apply applicable federal, state, and local policies, laws, and regulations
Establish and maintain effective working relationships

Provide strategic leadership and vision for technology in a multi-campus, higher-education environment
Write and orally express difficult and complex concepts clearly and concisely

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and provide work direction
Seeing in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate office equipment
Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment