EL CAMINO COMMUNITY COLLEGE DISTRICT

CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services, the Chief Technology Officer (CTO) is responsible for planning, implementing and maintaining enterprise information systems to support both distributed and centralized academic, student services, and business operations. Provides leadership, institution wide strategic planning and assessments to monitor and ensure effective enterprise information systems and services, including, but not limited to, network programming, security, project prioritization and management, implementation, shared information system interfaces, voice and data systems, disaster and data recovery, distance learning, hardware/software acquisition, web services and system design. Responsible for functional department management activities including short and long range planning, analysis, coordination of activities, budget, procurement, personnel staffing, supervision, evaluation, and training/professional development.

REPRESENTATIVE DUTIES:

Lead, direct, and manage the Information Technology Services Division and provide leadership and direction by developing and articulating a clear vision of technology uses and benefits.

Develop, implement, and maintain the District's Technology Plan working collaboratively with instructional technology proponents.

Plans, directs, coordinates, and implements new and existing technology, systems, and applications for continuous support to business and academic operations. Oversees and guides the information technology infrastructure to maximize efficiency, productivity, and access.

Ensure the delivery of quality technology and support through effective needs assessment, and system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.

Oversees the development, design, implementation, and conversion to new applications, environments, and software programs.

Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.

Establish priorities in conjunction with the District's comprehensive planning and budgeting priorities.

Develops and maintains system recovery plan in the event of power failure, damage to system, etc.

Directs and facilitate correction of any system failures, including root cause analysis.

Develops a continuous information technology planning process to serve faculty, staff, students, and the community.

Provide leadership in the refinement and implementation of the District's Information Technology plans, including updates.

Provides managerial direction for the full development, implementation, and refinement of all systems including the District's integrated academic and administrative software computing systems.

Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software.

Conceptualizes, analyzes, designs, and programs highly diverse and complex programs for administrative and academic users.

Researches alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement.

Implements and maintain a high quality, open architecture, service-based information technology infrastructure, and inform the staff of its availability and capabilities.

Oversees and ensures that mandated records and reports to external oversight agencies are prepared and/or transmitted accurately, appropriately, and on a timely basis.

Develops and monitors budgets and allocates resources within budget constraints to maximize budgeted resources.

Initiates partnerships and linkages to business and industry entities to enhance the acquisition of, access to, and efficient use of technology resources.

Maintain currency in the information technology field, including new emerging technologies, by participating in organizations, committees, task forces, and special assignments.

Ensures accuracy of print and online publications related to the area of responsibility.

Anticipates, prevents, and resolves conflicts under areas of supervision. Establishes standards and reviews staff performance. Select, train and evaluate assigned staff. Evaluate staff training and development needs and provide training and educational opportunities for district personnel to maintain and upgrade technical skills to optimize service to users.

Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters

Maintain an awareness of and in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required

Reviews and recommends contracts and services for information technology and related services and equipment. Prepares recommendations and/or contracts, as appropriate, and submits them to the administration and/or the Board of Trustees for consideration.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer applications, operating systems, hardware, telecommunications mainframe, micro, and n complex LAN/WAN network infrastructure, operating systems, systems management and relational database systems implementation and operation.

Development/implementation of operating policies, procedures and objectives for information technology

Systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management

Systems security controls, permissions and interoperability standards to ensure security and integrity of data and consistency in computer software applications.

AV (media services) and web page development skills.

Needs assessment methods and project management practices.

System design, selection and implementation.

Strategies for developing, implementing and maintaining technology master plans.

Methods for gathering and presenting general, statistical and technical data.

Methods and techniques for the development of presentations, contract negotiations business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Change management principles and practices.

Budget development and expenditure tracking.

Modern office practices, methods, and computer equipment and applications related to the work.

Organizational and management practices of as applied to the analysis and evaluation of projects, programs, policies, procedures, developing department metrics and operational needs.

Principles and practices of administration, effective supervision and training.

ABILITY TO:

Manage the Information Technology Services Division

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

Provide administrative and professional leadership and direction or the department and the District.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Lead, motivate, direct, train and evaluate personnel.

Interpret, apply, explain and ensure compliance with rules, policies and procedures and applicable Federal, State and local and other agency applicable laws and regulations.

Plan and prioritize work.

Plan and manage several projects simultaneously, including large scale IT projects of a complex nature, and prioritize projects and other department related activities.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Provide effective customer service and end user satisfaction.

Manage the technological interdependencies between the institution and instruction, student services and support functions.

Demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, cultural and disabled populations.

Motivate, educate, and facilitate teams to produce quality materials within tight timeframes and simultaneously manage several projects

Demonstrate flexibility and creativity in accomplishing work and resolving issues

Translate user requirements into computer programs and systems

Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

This position requires any combination of education and experience that is equivalent to Bachelor's degree in a directly related field (computer science, management information systems, business information management, computer engineering or other related equivalent) from an accredited college or university and at least five years of full-time management experience overseeing all aspects of an information systems program which utilizes distributive data processing and a large, complex network.

DESIRABLE QUALIFICATIONS:

Education/Training: An earned Master's degree from an accredited college or university with a major in a related field such as computer science, business information management, computer engineering or other related equivalent.

Experience: Experience with financial, personnel, payroll and student systems and processes and related software; principles and practices related to system audit and security. Significant experience leading, motivating, directing, training and evaluating personnel and a demonstrated commitment and ability establishing excellent customer services and end-user satisfaction

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

Travel within and outside of the District in performing responsibilities and functions.

Work under tight timelines.

Administrator Salary Schedule – Range 22

Board Approved: May 18, 2015