Associate Vice President and Chief Information Systems Officer

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Type: Full-Time
Category: Administrative Vice Presidents;
Inclusive

Associate Vice President and Chief Information Systems Officer
MiraCosta College For full details and to apply, go to https://jobs.miracosta.edu/postings/2802 **Type of Assignment:** Full Time
Assignment Category: Regular Position **Position Details:**
MiraCosta College invites applications and nominations for the position of Associate Vice President and Chief Information Systems Officer. This is a full-time, exempt position, 12 months per year, on the Oceanside Campus. The work schedule will typically be Monday through Friday, 8:00 am - 5:00 pm, but may include some evenings, weekends, and holidays. The person

selected for this position will be subject to assignment to any district facility during any hours of operation. **Please direct inquiries and nominations to:**
Jeanie Andrews, Search Manager and Senior Executive Search ConsultantItza Walters, Senior Executive Search Consultant42 Business Center Drive, Suite 206Miramar Beach, FL 32550Phone: 850-650-2277Email: jeanieandrews@greenwoodsearch.com E-mail: itzawalters@greenwoodsearch.com
IMPORTANT: MiraCosta College requires that all employees be fully vaccinated against COVID-19 in order to promote a safe and healthful workplace for employees and to promote the health and safety of our campus community. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to the college community that depends on college programs and services. **As of August 23, 2021, all employees must submit proof of vaccination or request and receive approval for a medical or religious exemption prior to their start date.** For more information, please visit https://www.miracosta.edu/covid/covid-vaccination-requirements.html. **Salary Range:** Based on the 2021-2022 Vice President Salary Schedule
Compensation: Starting annual salary of $187,917 (based on the 2021-2022 Vice President Salary Schedule). Salary will be competitive and commensurate with qualifications and experience. To view the salary schedule, go to https://miracosta.edu/hr/_docs/salary-schedule-vice-president.pdf Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer. **Benefits:**
A full benefits package which includes employer-paid medical, dental, and vision plans for employee and dependents; $100,000 employee life insurance; other optional coverages; and membership in the California Public Employees Retirement System (CalPERS). **Position Term in Months:** $Term **Application Procedure:**
In order to be considered for this position, you must submit the following documents directly in the online system and finish applying to receive a confirmation number. The first screening date for applications is Monday, October 25, 2021. Applications will continue to be accepted until the position is filled:

1. Application on which you list all relevant experience. 2. A current resume or curriculum vitae summarizing your educational background and experience. 3. A cover letter addressed to the "Screening and Interview Committee" specifically describing how your experience aligns with the essential duties & responsibilities and desirable qualifications. 4. A list of five references. *Please note that these references will not be contacted prior to interview candidate selection and notification.* 5. Diploma or transcripts of college coursework which provide evidence of meeting the education requirement stated in this job posting. For transcripts, unofficial or legible photocopies are acceptable. **If submitting transcripts and a degree(s) was earned, the transcripts must state that the degree was awarded.** Any degree/coursework used to satisfy the education requirement must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of

agencies approved by the California Commission on Teacher Credentialing, go to https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree. Offer of employment to the person selected for this position is contingent upon 1) proof of being fully vaccinated* for COVID-19 or requesting and receiving approval for a medical or religious exemption; 2) successful completion of a pre-placement physical exam at district expense; 3) submission of a current tuberculosis test clearance; 4) proof of eligibility to work in the United States; 5) fingerprint clearance; 6) approval by the Board of Trustees; and 7) a formal credit check. *Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen). Retired CalSTRS members are not eligible for this position. **Basic Function:** Reporting to the Vice President of Administrative Services, the Associate Vice President and Chief Information Systems Officer will plan, organize, integrate and manage the information technology (IT) infrastructure and all related technologies; provide expert professional support and consultation to district management; collaborate with administrators, faculty, and staff in the development and implementation of new and existing technology, systems, and applications; and perform related duties as assigned. **Distinguishing Characteristics: Essential Duties & Responsibilities:**
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

SUPERVISORY RESPONSIBILITIES:

1. Oversee projects and assignments within the Information Systems (IS) department. 2. Lead efficient operation of the department so that departmental objectives and plans are completed on time. 3. Conduct performance evaluations that are timely and constructive. **ESSENTIAL DUTIES & RESPONSIBILITIES:**
1. Collaborate with members of the executive team to identify ways IS can assist the district in achieving educational, business, and financial goals. 2. Identify new IT developments and technologies; anticipate resulting organizational modifications. 3. Ensure that IT and network infrastructure adequately support the districts educational, computing, data processing, and communications needs. 4. Develop and implement the IT budget.
5. Provide leadership and collaborate with stakeholders in establishing long-term IS needs and plans, and in creating strategies for developing systems and staffing, and resources, necessary to meet those needs. 6. Develop, implement, and maintain equitable policies, procedures, and guidelines for departmental and districtwide computing activities. 7. Ensure compliance with government regulations that apply to systems operations. **Other Duties:**
1. Represent the district in community, state, and national organizations and meetings. 2. Participate on and chair committees and special assignments. 3. Perform related duties as assigned. **Knowledge Of:**

REQUIRED SKILLS & ABILITIES:

Excellent verbal and written communication skills Proficient in Microsoft Office Suite or related software Excellent ability to conceptualize long-term business goals and develop orderly processes to accomplish those goals Excellent managerial skills Thorough understanding of information enterprise, security, and education technology systems **Ability To:**
Please s*ee the "Required Skills & Abilities" above.* **Education & Experience:**
To be eligible for this position, you must meet and provide evidence of the following minimum qualifications: 1. Graduation from an accredited four-year college or university with a bachelors degree in computer science, information technology or a related field. 2. At least six years of professional experience in district-wide strategic technology planning and infrastructure management . (*NOTE: For work experience, one "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.).* 3. Or an equivalent combination of training and experience. 4. Demonstrated sensitivity to and understanding of the cultural, developmental, socioeconomic, ethnic, disability, and academic diversity of community college students, faculty, and staff. **Desirable Qualifications:**
Demonstrated ability to develop, communicate, and lead a vision for the role of technology in education. Demonstrated ability to build sustainable technology infrastructure in education, incorporating adequate staffing, technology updates, and replacement planning. Demonstrated ability to partner with college wide stakeholders to ensure the consistent application and updating of policies and standards across all technology projects, systems and services. Demonstrated ability to lead and enhance the colleges information security management framework.
Demonstrated ability to manage a strategic, comprehensive enterprise information security and IT risk management program. **Licenses & Other Requirements:**
A valid California drivers license and the ability to maintain insurability under the districts vehicle insurance program. **Physical Effort:**
The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Primarily sedentary with intermittent standing, walking, bending, and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business. **Emotional Effort:**
Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities. **Working Conditions:**
Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested. **Posting Number:** S_21/22_025_P
Human Resources Contact Information: jobs@miracosta.edu or 760.795.6854

Job Close Date:
Open Until Filled: Yes
First Screening Date: First screening date of Monday, October 25, 2021. Applications will continue to be accepted until the position is filled. **About MiraCosta College**
MiraCosta College is one of California's 115 public community colleges. The district operates two campus sites and two centers, and offers a robust online education program. Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Both students and staff enjoy a friendly atmosphere and the feeling that we are all here to help one another. MiraCosta College is an Equal Opportunity Employer with a commitment to diversity, equity, and inclusion. For more details, please visit our website at https://www.miracosta.edu/office-of-the-president/board-of-trustees/_docs/3400BP-Diversity-Equity-Inclusion.pdf jeid-0443dabe97b0fd47a9a653e97e124e84
MiraCosta College is an Equal Opportunity Employer and is committed to an educational environment which affirms and supports a diverse faculty and staff.