Vice President, Information Technology Resources

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Vice President, Information Technology Resources Location: Main Campus
Job Code: 337
# of Openings: 1 **OPEN UNTIL FILLED: First application review December 2, 2021**

DEFINITION

Under administrative and general policy direction, provides highly responsible and complex management assistance to the District Superintendent/President in coordinating and directing District-wide and division activities and operations related to implementation and maintenance of enterprise information systems to support both distributed and centralized academic, student services, and business operations; assists the District Superintendent/President in executing the long-term vision for the District in collaboration with management staff; provides leadership to all District service areas to enable staff to effectively and efficiently maximize available resources; ensures quality services provision to the students and the community; coordinates assigned activities with other District divisions, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites. Plans, organizes, controls, integrates, and evaluates the work of the District's enterprise information systems to ensure that operations and services comply with the policies and strategic direction set by the District Superintendent/President, Board of Trustees, and all applicable laws and regulations. Participates in formulation of the District strategic plan and other long-range technology and resource plans; exercises leadership in achieving optimal organizational efficiency and effectiveness, including initiatives to improve work processes and enhance systems and staff performance. Manages and participates in the development and administration of the information technology division budget; provides advice on fiscal implications related to budgetary decisions; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary. Provides guidance and direction to management staff to coordinate and direct programs and services; meets with management staff to identify and resolve technological,

organizational, and operational problems both within and between different divisions; ensures the successful completion of programs and services, including, but not limited to network programming, security, shared information system interfaces, voice and data systems, disaster and data recovery, distance learning, hardware/software acquisition, web services, and system design. Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change. Plans and evaluates performance of assigned administrators and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, human resources policies, and labor contract provisions. Advises the District Superintendent/President regarding policy issues, programs, and services to achieve District technology, business, and educational needs; advises and assists the District Superintendent/President in identifying, analyzing, and implementing policies, programs, and services; interprets state and District codes, laws, regulations, policies, and procedures to ensure compliance within areas of assigned responsibility; oversees and directs the preparation of Board agenda items. Monitors the external environment and developments related to public funding and operational requirements and presents issues and challenges for executive management and Board of Trustees consideration; evaluates impacts on District non-instructional and instructional operations and support programs. Represents the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; may act as a District liaison with the media. Develops and maintains plans to ensure the security and integrity of the technology system, including a system recovery plan in the event of power failure, damage to system, or other incidents; directs and facilitates correction of any system failures, including root cause analysis. Develops a continuous information technology planning process to serve faculty, staff, students, and the community. Conducts a variety of District-wide organizational and operational studies and investigations; determines the effectiveness of student assessment, development, and support programs; recommends modifications to programs, policies, and procedures as appropriate. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of school district operations, programs, and other areas as they relate to the area of assignment. Represents the District on various intergovernmental committees, task forces, committees, and commissions pertaining to district management and assigned program matters. Monitors changes in laws, regulations, and technology that may affect District or division operations; analyzes proposed legislation and regulations and implements policy and procedural changes as required. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the District Superintendent/President. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations. Serves the community through

membership or volunteer work with a community-based nonprofit organization or agency. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practice of enrollment management. Principles and practices of fiscal management, and strategic and facilities planning. Pertinent federal and state laws and regulatory provisions. College accreditation procedures, practices, and standards. The development, implementation, and assessment of student learning and/or service area outcomes. Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes. Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures. Technical, legal, financial, and public relations problems associated with the management of enterprise information systems, programs, and services. Computer applications, operating systems, hardware, telecommunications mainframe, micro, and complex LAN/WAN network infrastructure, systems management, and relational database systems implementation and operation. Principles and practices of systems design and development, 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. Principles and practices of audio-visual and web page development. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures. Functions, authority, responsibilities, and limitations of an elected Board of Trustees. Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations. Modern office practices, methods, and computer equipment related to the work. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment. Deliver formal and influential presentations. Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written. Develop, implement, and evaluate programs and services. Utilize data and assessment outcomes to make improvements for programs and services. Inspire and motivate others toward goal achievement. Counsel, direct, and facilitate professional development of employees. Develop and monitor budgets and effectively utilize resources. Effectively manage priorities in large, complex, and diverse operational units. Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures. Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions,

and the community. Recruit, select, supervise, and evaluate employees. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations. Manage the technological interdependencies between the institution and academic, student services, and business operations. Organize, manage, implement, and maintain efficient and effective enterprise application systems to ensure the reliability and integrity of information technology infrastructure. Effectively adapt technology and software applications to a higher education environment. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of student services, programs, and activities. Conduct effective negotiations and effectively represent the District and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports. Establish and maintain a variety of filing, record keeping, and tracking systems. Operate modern office equipment including computer equipment and specialized software applications programs. Understand scope of authority in making independent decisions.

EDUCATION AND EXPERIENCE: A master's degree in computer science, management information systems, computer engineering, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and Five (5) years of administrative leadership experience in information systems and technology services or related area. Experience in an educational setting is desirable.

CONDITIONS OF EMPLOYMENT

Regular, full-time, classified management position. Management salary range I (a): $154,983 to $172,511 annually. Starting salary is generally at Step A. Annual doctoral stipend $1,500 District provides health benefits, which currently consist of full coverage for medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. Life, accident, and income protection insurance. Sick leave, vacation, paid holidays. CalPERS (public employee retirement system). Valid California driver's license required.

APPLICATION PROCEDURE

The following documents **MUST** be uploaded as attachments to your on-line application: 1) Resume 2) Cover letter 3) Transcripts from all colleges/universities (unofficial copies acceptable) We require unofficial copies showing all undergraduate and graduate coursework and must be from regionally accredited institutions. Official copies will be required at the time of hire. Foreign transcripts must be evaluated by the National Association of Credential Evaluation Services (NACES) member organization at the applicant's expense. **EQUAL OPPORTUNITIES** It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process. **To apply, visit**

https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=HARTCOMM&cws=41&rid=337 jeid-a273ab944c0c4e4a82552dcbc567ff32

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