**BARSTOW COMMUNITY COLLEGE DISTRICT**

**JOB DESCRIPTION**

**POSITION: EXECUTIVE DIRECTOR OF INFORMATION TECHNOLOGY**

**BASIC FUNCTION**

Under the direction of the Vice President of Administrative Services, the Executive Director of Information Technology manages activities related to administrative and academic computing including a comprehensive college-wide management information system; plan, organize, manage and coordinate the implementation, daily operation and maintenance of the District's Information Technology in the areas of Academic, Instructional, Administrative, Networking and Telecommunications systems and functions to support the achievement of institutional objectives; activities related to telecommunications including maintaining a fully functional campus telephone system; Serves as the Information Technology Advisor providing technical expertise to College Leadership in the management, assessment, planning, budgeting, supervision, design, integration and implementation to operationally maintain and effectively enhance the District's Information Technology infrastructure. Supports activities related to detecting, investigating, and defending against information security incidents targeting the College's IT systems and data. This includes checking server and firewall logs, scrutinizing network traffic, establishing and updating virus scans, and troubleshooting. May serve as the District Security Director.

**REPRESENTATIVE DUTIES**

1. Plan, develop and coordinate the implementation of effective information systems to support administrative and academic technologies onsite, offsite and on-line.

2. Develop and maintain decision support systems to provide timely information to support managers and supervisors involved in decision-making processes.

3. Support planning activities of District units and other institutional planning activities by providing technical expertise and access to community, regional, state and national planning data of relevance to the District.

4. Develop and manage IT budget and recommend budget priorities to support current or implementation of new technology systems and assure performance of objectives within budget constraints.

5. Determine priorities of IT projects, tasks and help desk functions, assign responsibilities for project and task completion to staff members and monitor the rate of achievement of objectives

6. Develop and implement methods of evaluating the performance of information systems and the IT staff to ensure achievement of institutional objectives.

7. Develop and facilitate the program review process for the information systems and technology function.

8. Support functional departments by identifying user needs for information and developing new IT and telecommunications capabilities to address needs and by institutionalizing new and revised business processes to ensure efficient and effective use of technology resources.

9. Direct IT staff and contractors in the maintenance of the campus network and all associated local area networks (LANs) to ensure smooth and continuous operations of all components; recommend staff development training and educational opportunities to maintain and update technical skills.

10. Ensure the integrity of the organizational computerized database(s) by: providing transaction processing functionality for each department of the District which is consistent and compliant with state reporting requirements; training users effectively to operate the systems, and supports periodic audits of the database to identify inaccurate data. Coordinate the submission of data from organizational databases to state reporting agencies while ensuring compliance with media, format and schedule requirements.

11. Develop and oversee the creation and management of best practices around Cybersecurity and compliance.

12. As necessary, respond to on-call and emergency situations, including but not limited to, security related conditions, alarms, security cameras and emergency blue light phones.

13. Develop and recommend board policies governing the operation of IT and telecommunication resources to ensure the security, accountability and efficient and effective use of information resources across the District's administrative departments.

14. Participate in community, state, national or professional organizations and meetings to obtain current information concerning regulations and services.

15. Serve as a member on various College committees and teams, including chairing the Technology Committee and Banner Core team.

16. Serve as campus evening supervisor on a rotational basis with other administrative/management personnel.

17. Perform other work related duties as assigned.

## KNOWLEDGE AND ABILITIES

### Knowledge of :
- Information systems technologies including: systems analysis and design, Software Development Life Cycle; Windows and Linux operating systems; Oracle and SQL

Server Database Management and Internet Application Systems; COBOL, C, Visual Basic, HTML; Email Systems; Virtualization; Identity Management; Banner; Robo-Registrar; Office635; Active Directory/LDAP; ADFS; CI Solutions.

- Telecommunications systems and components: CISCO CallManager and Unity; Voice Over Internet Protocol; Fax; Email; Credit Card/PCI-DSS; Fire and Alarm; Wiring, design and interface into networking systems.
- Networking systems and components: Hubs, routers, bridges, wiring, servers, printers, and other peripheral equipment which are attached to or from the campus network.
- Management: Organizational and Strategic Planning; Needs assessment and project management practices; System design, selection and implementation; Vendor negotiations, contracts, and agreements related to DELL, Microsoft, Adobe, Oracle, FCCC, Strata Information Group, CampusEAI, Ex-Libris/Voyager, ComputerLand, Ellucian, Credentials, Inc.; Official Payments; Support integration and implementation of software and systems that support student success process, assessment, and student learning outcomes; Participatory governance, collegiality, staff cohesiveness and core values; Data reporting to the Chancellor's Office (MIS Reporting, COTOP); IPEDS; NSC; and CAL-PASS

**Ability to:**
- Communicate effectively in speech and writing to convey information to staff, faculty, management, and personnel who represent external agencies and outside contractors.
- Understand emerging IT technologies, legal requirements and the possible impact to existing District information systems, instructional processes and business operations. Plan for effective integration as needed.
- Develop and implement strategic and operational plans.
- Achieve assigned objectives through management of technology and personnel.
- Motivate and lead personnel.
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations and adopt effect courses of action.
- Conduct statistical analysis including the development and use of modeling methodology.
- Establish and maintain cooperative and effective working relationships with District employees, manufacturer representatives, vendors, and professional and business organizations.

**EDUCATION & EXPERIENCE**

An Associate's degree from an accredited institution in information systems, telecommunications, computer science or a related field, and ten years experience leading an Information Technology Department, including network and database administration in a multi-user environment, OR the equivalent.

A Bachelor's degree from an accredited institution in information systems, telecommunications, computer science or a related field, and six years experience

leading an Information Technology Department, including network and database administration in a multi-user environment, OR

A Master's or higher degree from an accredited institution in information systems, telecommunications, computer science or a related field, and three years experience leading an Information Technology Department, including network and database administration in a multi-user environment, OR the equivalent.

**WORKING CONDITIONS**

Environment:

Office and other locations on the main campus as well as other sites which the District serves. Some travel to outlying sites may be required.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of computer and telecommunications equipment; speaking and hearing to communicate with District employees and outside personnel; sitting for extended periods of time; moderate lifting of up to 40 pounds.

**CONDITIONS OF EMPLOYMENT**

A full-time, 12-month, management position. Indexed to placement on the Administrative and Management Salary Schedule at a Range 19. This position is subject to evening hours and weekends.

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Board approved: May 17, 2023