

**BARSTOW COMMUNITY COLLEGE DISTRICT  
DIRECTOR OF APPLICATION SERVICES**

**DEFINITION:**

Under the direction of an administrator, the Director of Application Services will provide application and database leadership and management of Management Information Systems (MIS) and related technologies. Responsible for aligning projects and operations with the institutional mission, vision and values.

**EXAMPLES OF DUTIES:**

- Manages the day-to-day operations of MIS; Supervise, direct, assign, train, develop, and evaluate assigned staff.
- Lead and coordinate project teams including stakeholders from multiple organizational units.
- Assess and anticipates technological needs and recommends appropriate action and resources.
- Establishes and directs the goals, policies, and procedures for Application Development and Database Administration.
- Responsible for the reporting of State and Federal student reporting requirements, including regular enrollment and degree reporting to the National Student Clearinghouse (NSC).
- Identifies and documents business processes and workflow, generating process documentation, and proposing process solutions. Identifies information and software to support processes.
- Defines the scope and objectives for applications, along with constraints and system requirements. Analyzes and defines current organizational functions, processes, sources and uses of information, and other data to determine application needs and requirements.
- Responsibility for managing vendor contracts, external agencies, independent contractors, and organizations on technology services and applications.
- Translates and articulates administrative and educational goals of the institution into technical initiatives.
- Oversees implementation of all Database and Application integrations.
- Communicates IT-related information on projects, service levels, tasks and issues to the appropriate audience using the appropriate mediums.
- Leads and directs efforts using appropriate management skills including project management, budget administration, decision making, communication, and time management skills.
- Provides advanced technical support, problem resolution, and data research for assigned end users.
- Leads staff in troubleshooting application errors. In conjunction with users, isolates problems from symptoms, determines alternatives and develops and implements solutions.
- Perform related duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

***Knowledge of:***

- Federal and state laws and regulations as they pertain to area of responsibility.
- Operations, services, and activities of college information technology resources.
- Basic principles and practices of budget preparation and administration.
- Preparation of vendor/software/service/licensing contracts and contract terminology. Computer software applications and the ability to apply administrative technologies. Principles and practices of administration, supervision, and training.

- Report and handbook development procedures. District policies and procedures.
- California Community College mission.

***Ability to:***

- Plan, organize, and coordinate events with outside agencies, community, and college. Articulate clearly.
- Network and negotiate.
- Select, train, and supervise assigned personnel.
- Analyze situations accurately and adopt an effective course of action. Operate a variety of office equipment including a computer.
- Prepare contracts and agreements. Prepare reports.
- Maintain records, files, and databases. Handle sensitive and complex issues.
- Facilitate group processes with consistency and tact. Provide advice to administrators/faculty.
- Exercise independent judgment and initiative.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in computer science or related field and two (2) years of related experience, or equivalent.
- One (1) year of experience in a leadership or management role.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

**LICENSES AND OTHER REQUIREMENTS:**

None

**WORKING CONDITIONS:**

Environment: Office environment

Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read variety of materials; and dexterity of hands and fingers to operate a computer keyboard. Ability to sit for a long period. Ability to lift and carry 10 lbs.

Mental Abilities: Work calmly and rationally under pressure; critical thinking and solving complex calculations. Handle conflict and influence positive performance.

**STATUS/RATIONALE:**

This is a non-educational administrator position, range 18. This position has direct responsibility for formulating and implementing district policy.