



## Office of Human Resources and Equal Opportunity Executive Administrator Job Description

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### VICE CHANCELLOR, TECHNOLOGY and INNOVATION

**DEPARTMENT:**

**COLLEGE:** Central Services

**SALARY GRADE:** [A1 - 12](#)

**POSITION PURPOSE:**

Reporting to the Chancellor, provides vision and leadership for the strategic planning, development, implementation, and support of information and learning technologies for instruction, student services, and administrative and operational systems.

**NATURE and SCOPE:**

The Vice Chancellor, Technology and Innovation will serve as the Chief Technology Officer for the District.

The Vice Chancellor of Technology and Innovation has direct supervisory responsibility over the whole of Education Technology Services (ETS), which includes: Network and Systems, Information Systems, Institutional Research, Learning Technologies, and Client Services.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Provide vision and leadership for the strategic planning, development, implementation and support of administrative and learning technologies and related support services.
2. Oversee all district-wide technology systems, computer operations, network infrastructure, call center, academic computer labs, desktop support, web services, wireless, and security systems.
3. Oversee institutional research including data monitoring and analysis in the areas of instruction, student services and human resources. Supervise and evaluate the performance of assigned staff and contractor resources.
4. Develop, maintain, and support computing, communications and research services that balance centralized and decentralized approaches to meeting the technology and research needs of academic and administrative users.
5. Ensure confidentiality, security, and integrity of all electronic information assets and IT infrastructure.
6. Research and assess future technology options.
7. Develop and implement strategies for disaster security/recovery for technology.
8. Monitor and analyze technology programs, systems and activities for financial effectiveness, operational efficiency and capacity.
9. Work collaboratively with faculty, staff and administrators to develop, maintain and support computing and communications services to facilitate student access and success.
10. Serve on Chancellor's cabinet to advise and recommend policies and procedures related to IT and chair the District Educational Technology Advisory Committee.
11. Develop and manage District wide budget for the Information Technology organization (Educational Technology

Services).

12. Interpret, refine, update and implement the District Technology Plan in consultation with appropriate administrators, faculty, staff and district governance and other college-based groups.
13. Represent the District in state, regional and national professional organizations.
14. Provide direction for technology infrastructure in new and renovated facilities.
15. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
16. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
17. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Mission and objectives of the District, especially as they related to technology.
2. Board policies.
3. Project management, leadership, and supervision.
4. Understanding of changing management, financing, action planning, and strategic planning.
5. Computers and accompanying technology.
6. Policies and procedures related to community colleges and federal grants.
7. Budget and finance.
8. Educational institution operation, related laws, regulation, public policies and administrative practices.
9. Federal and State Labor Laws.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide leadership in planning and implementing a complex and integrated program of information technology.
3. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
4. Ability to achieve results through others.
5. Strong conceptual skills analytical abilities.
6. Demonstrate commitment to customer service and end user satisfaction.
7. Organizational skills.
8. Manage several projects at one time.
9. Maintain communications with non-technical system users.

### **Education and Experience:**

1. Master's degree or the equivalent.
2. Five years progressively responsible experience with proven accomplishments in management.

### **Preferred Qualifications:**

1. Direct experience in management of information technology in a large, complex and diverse institution with multiple sites.
2. Experience dealing with vendors and developing corporate partnerships and similar links to private and public entities.
3. Experience in an educational or public sector environment.

4. Experience with resource accountability/managing contracts.
5. Experience with delivery of instructional/academic technology.
6. Experience managing/leading a significant transition project.
7. Demonstrated excellence in communications and consensus building skills with diverse constituencies.
8. Direct experience in operational management of data center operations and systems administration.
9. Excellent skills in personnel management, prioritization, planning, and organization.
10. Effective communication skills—oral, written, and interpersonal—especially for explaining highly complex issues to non-technical audiences.
11. Demonstrated ability to manage complex projects.
12. Direct experience with developing and managing information technology budgets, including total cost of ownership budget management for large complex projects.
13. Direct experience with implementing technology in new and renovated facilities.
14. Familiarity with open source/open content applications.

**Licenses and Certifications:**

1. None

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**Physical Abilities:**

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