SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE:  Associate Vice President of Information Services and Technology

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position is responsible for designing, implementing and supporting the Shasta College network, academic, and administrative computing infrastructure for the district, including all off-campus sites. This includes high-level technical support of the logical components of the network and workstations as well as serving as chief architect of the overall network and computer design. This position will supervise the network and technology support, MIS, and academic and administrative computing services.

SUPERVISOR:  Vice President Administrative Services

TYPICAL DUTIES:

- Plans, implements and administers a District-wide infrastructure of information service and technology applications in support of all district functions
- Plans, administers, staffs, evaluates and modifies information services and technology support services
- Coordinates and supports necessary activities to accomplish goals and priorities established by the District
- Assists in the development and updating of an integrated long-range, college-wide informational and instructional Technology Master Plan for the District
- Engages in internal and external environmental scanning and needs assessment to determine present technological requirements and assess future needs
- Evaluates and recommends actions to improve the effectiveness of the technological applications of the District
- Projects staffing needs and manages the recruitment, interviewing, selection, orientation and continued training and education of staff. Evaluates the work of individuals assigned to areas assigned
- Works with faculty, staff and administrators to understand needs related to the campus network/computing infrastructure
- Works with students to enhance their learning experience in the area of computer and network systems
- Meets with other information providers within the college to provide technical assistance and coordination relating to their applications
- Maintains standards and recommends vendors for information system hardware and software
- Performs other duties as assigned

EMPLOYMENT STANDARDS

Knowledge:
- knowledge and ability to apply District policies, rules and procedures
- knowledge of software license compliance laws and methodologies
- knowledge of laws related to internet and website technology
- knowledge of supervisory and managerial concepts and principles
- knowledge of information delivery methods
- knowledge of and skill in working with a variety of major computer manufactured hardware, software and operating systems

Abilities:
- ability to comprehend and stay current with evolving, complex technologies in multiple areas, including networks, telecommunications, software design computer hardware systems, software applications, satellite communications.
- ability to compile, organize and use various financial information necessary in the preparation of departmental budget
- ability to control and monitory budget expenditures and resource development
- ability to manage a diverse group of individuals in a fast-paced environment
- ability to communicate effectively both orally and in writing
- ability to initiate and maintain positive relationships with other departments and members of the college as well as facilitate relationships with outside entities while working on joint projects
- ability to work with diverse populations
- ability to maintain records accurately and with confidentiality as required

Experience:
- Progressively responsible experience supporting and managing local and wide-area computer network environments, including personal computer operating systems and networking
- Successful experience supervising, direction and evaluating the work of subordinates

Education:
- Master’s Degree in Computer Science, Management Information Systems, Engineering, Technology, or other related field, or equivalent education, training and experience

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