

## POSITION DESCRIPTION

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**TITLE: Assistant Vice President of Information Technology – (Exempt)**

### **Collective Bargaining – Not Eligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

Reports directly to the Vice President for Business and Finance (CFO) and is the senior person responsible for effective operation of the campus IT networks, services, and centrally maintained computer infrastructure; computer security; and wireless networking. Works collaboratively with the director of the library and academic departments, students, and administrative services. Provides leadership and management oversight for all aspects of technology information resources and services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Knowledgeable in the management, deployment and integration of a diverse platform which consists of: OS - (Microsoft NT/2000, Unix, MAC OS, Databases); DB (Informix, Oracle, SQL Server); Web Server (IIS, Apache).
- Responsible for the developing the campus-wide Technology Master Plan in collaboration with the director of the library, academic departments including instructional technologists, students, and the administration.
- Plans, organizes, and manages the overall activities of the campus Information Technology Department staff to provide internal customer service for users of computer service in terms of maintenance, education, software and hardware. Must manage a diverse group of technical people with varying degrees of experience.
- Administers the Department's expense budget within budgetary guidelines to contribute to cost-effective operations that meet the college's mission and strategic planning.

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- Establishes and recommends CIS policies, standards, practices, and security measures to ensure effective and consistent information processing operations and to safeguard information resources.
- Selects, develops, and trains qualified staff to effectively carry out department functions and provide for the continuity of managerial and specialized skills.
- Maintains a level of knowledge of developments in the area of systems and hardware and incorporates new developments into future systems of the College.
- Works with Information Technology Support Services staff members to review, plan, and evaluate past, present and future technology services and needs on campus.
- Participates in an ongoing review of all college technology infrastructure including server(s) and network equipment.
- Serves on campus committees including Academic Facilities Resources Committee, and Campus Information Technology Committee.
- Reports progress on development projects, resource utilization, and production performance to the Chief Financial Officer of the College.
- Through individual guidance, assists CIS staff to develop skills and future potential, and maintains a high level of knowledge in computer system technology.
- Takes affirmative action in all conditions of employment to ensure that equal opportunity efforts and results are consistent with rules and regulations and established policies and procedures of the College.

**MINIMUM QUALIFICATIONS:**

- Education: Master's degree preferred.
- Experience: Must have management level experience in a higher education environment and a minimum of five years' experience in administration of information technologies, including Internet technologies.
- Knowledge in the management, deployment and integration of diverse platforms preferred.
- Must have a broad understanding of general business and management practices, computer system design techniques and controls and computer operations procedures relative to higher education.
- Must be able to demonstrate a proven record of excellent leadership and communication skills and the ability to create, enhance and work well in a service-driven, team-oriented environment.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.