

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**EMPLOYMENT OPPORTUNITY FOR:
DIRECTOR OF INFORMATION TECHNOLOGY SERVICES**

**FLSA: EXEMPT
RANGE M4**

POSITION DESCRIPTION: Under the direction of the Chief Business Officer, provide leadership and direction in the planning, implementation and maintenance of the District's information technology systems including, but not limited to network programming, security, and other interface with shared information systems to include institution wide strategic planning, budgeting for information technologies, and coordination and integration of all District information technology matters. Supervise and evaluate the performance of assigned personnel. Works closely with the El Camino College Chief Technology Officer.

EXAMPLE OF DUTIES:

- Manage the Information Technology Services Division and provide leadership and direction by developing and articulating a shared vision of technology uses and benefits.
- Develop, implement, and maintain the District's Technology Plan working collaboratively with instructional technology proponents.
- Develop policy guidelines and establish priorities in conjunction with the District's comprehensive planning and budgeting processes.
- Coordinate the District's effort to assure the integrity, reliability and security of computerized information systems, standards, policies and data.
- Determine requirements of new applications and modifications to existing systems. Provide direction and manage the technology infrastructure for voice and data.
- Ensure the delivery of quality technology through effective needs assessment and system design, selection and implementation processes.
- Facilitate the integration of major management information system capabilities to satisfy end user requirements and system-wide accountability.
- Participate in the development and implementation of budget and operating policies, procedures and objectives for information technology and information systems expenditures for multi-faceted use and service. Reviews and approves the expenditure of designated funds.
- Implement and support contracted services with external agencies such as the Los Angeles County Office of Education.
- Direct, supervise and evaluate assigned personnel.
- Evaluate staff training and development needs and provides training and educational opportunities for district personnel to maintain and upgrade technical skills.
- Maintain an awareness of and in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required.
- Prepare and monitor budgets and allocate resources within budget constraints.
- Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Development/implementation of operating policies, procedures and objectives for information technology
- Server based, micro, and network operating systems
- Systems and Network security and interoperability standards
- Needs assessment methods and project management practices
- System design, selection and implementation for a data center deployment
- Strategies for developing, implementing and maintaining technology master plans
- Methods for gathering and presenting general, statistical and technical data
- Budget development and expenditure tracking
- Principles and practices of administration, supervision, and training
- Familiar with managing and implementing virtualization technologies
- Experience with EMC shared datastore infrastructure technology
- Experience with Cisco VOIP Solutions
- Experience managing a Microsoft centric environment

ABILITY TO:

- Manage the Information Technology Services Division.
Lead, motivate, direct, train and evaluate personnel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan and prioritize work.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Provide effective customer service and end user satisfaction.
Manage several projects simultaneously.
- Demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, cultural and disabled populations.
- Communicate effectively orally and in writing.
- Proven track record in effective project management of large scale implementations
- Extensive experience negotiating vendor contracts
- Demonstrate a holistic understanding of Data Center Operations (i.e. Production operations, Server, Storage, Network, Data Base Mgt., Systems Mgt., Helpdesk, etc.)

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in a related field such as computer science, public administration, business information management, computer engineering or equivalent and three years of management experience.

DESIRED QUALIFICATIONS

- Experience with community college Enterprise Resource Planning (ERP) and processes and related software.
- Principles and practices related to system audit and security.
- Relevant work experience in a California community college.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight timelines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.