



Job Description

Job Title:	Associate VP for Technology Services and Chief Information Officer	Job Code:	1210
Department:	Information Technology Services	Grade:	R
Date:	June 2005	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans and manages the operational and budgetary activities of the College's Technology Division, coordinates assigned activities with other divisions, departments, and outside agencies and provides highly responsible and complex administrative support to the Vice President for Administrative Services.

Characteristic Duties and Responsibilities:

1. Develops and implements divisional goals and objectives; recommends and administers policies and procedures.
2. Coordinates division activities with those of other divisions, departments, and outside organizations and agencies.
3. Provides staff assistance to the Vice President and other senior level administrator including preparing and presenting staff reports and other necessary correspondence.
4. Develops the division's work plan, assigns work activities, projects and programs, monitors work flow and reviews and evaluates work products, methods and procedures.
5. Supervises and participates in the development and administration of the Technology Services budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
6. Develops, maintains, and implements a strategic master plan for technology that is based on college-wide participation and encompasses a multi-campus delivery system.
7. Selects, trains, motivates, and evaluates personnel, provides for or coordinates staff training, works with employees to correct deficiencies in performance and implements discipline and termination procedures.
8. Confers with and provides staff assistance and advice to higher level College staff regarding technology services; develops prepares and presents recommendations and reports as requested.

Reporting Relationships:

Direction Received: Reports to Vice President for Administrative Services.

Direction Given: Direct and total responsibility for the operations of a division or large program. Typically reports to the head of the unit with all management and /or administrative/professional personnel normally reporting to this position for operational coordination.



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Minimum Requirements:

Requires a broad and in-depth knowledge normally acquired through the attainment of a Master's degree in Computer Science and six years experience in a related field.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of different phases of technology application and management.

Supervisory skills.

Proficiency in verbal and written communication.

Knowledge of the delivery of technology based instructional programs.

Working Conditions:

Typical office environment.