

San Jose Evergreen Community College District Management Job Description

Position: Vice Chancellor, Information Technology and Institutional Effectiveness

Department: ITSS

College: District Office

Date: July 13, 2016

POSITION PURPOSE

Reporting to the Chancellor, Vice Chancellor of Information Technology and Institutional Effectiveness (ITIE) provides vision and leadership for the innovation, development and operation of technology solutions and services to support institutional mission and strategic plan, and for the continual improvement on the institutional research and effectiveness.

NATURE and SCOPE

The Vice Chancellor of Information Technology and Institutional Effectiveness serves as the Chief Technology Officer (CTO) for the District and is responsible for developing and implementing strategies to effectively deliver IT services to students, faculty, and staff. The Vice Chancellor oversees centrally managed information technology infrastructure and services, and oversees distributed information technology across entire district and colleges. Areas of direct supervisory responsibilities include Network and Systems, Information Systems, User Support Services, Research and Institutional Effectiveness.

KEY DUTIES and RESPONSIBILITIES

1. Provide strategic vision and leadership to the district on emerging trends, IT issues, policies, and technology investment.
2. Oversee all district-wide technology systems, network infrastructure, computer operation, user support, web services, wireless, and security systems.
3. Oversee institutional research including data monitoring and analysis in the areas of instruction, student services and institutional effectiveness.
4. Create a collaborative structure where the colleges and district IT leadership and personnel can design, specify, and implement excellent and effective IT systems.
5. Support the mission of the district through innovative, secure and stable technology solutions.
6. Promote and support the use of information technology for institutional excellence and continuous improvement.
7. Ensure confidentiality, security, and integrity of all electronic information assets and IT infrastructure.
8. Develop and implement strategies for disaster security/recovery.
9. Work collaboratively with faculty, staff and administrators to develop, maintain, and support computing and communications services to facilitate student success and its initiatives.
10. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, and discipline employees according to appropriate personnel policies and procedures.

11. Monitor and analyze technology programs, systems and activities for financial effectiveness, operational efficiency, and capacity.
12. Act as expert advisor to the district technology leadership to evaluate and recommend policies and procedures related to IT.
13. Lead the on-going development, improvement, and implementation of District Technology Plan in consultation with appropriate administrators, faculty, staff and district governance and other college-based groups.
14. Provide direction for technology infrastructure in new and renovated facilities.
15. Develop and manage District wide budget for programs and services in Information Technology and Institutional Effectiveness.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. District organization, operations, policies, mission, and objectives.
2. Knowledge of emerging technologies and trends.
3. Principles and practices of project management, leadership, and supervision.
4. Understanding of change management, financing, and strategic planning.
5. Budget preparation, control, funding and regulations regarding use of funds.
6. Educational institution operation, related laws, regulation, public policies and administrative practices.

Skills and Abilities:

1. An understanding of a broad array of technologies and a commitment to staying current with information technology trends in higher education.
2. Strong analytical and problem-solving skills.
3. Strong interpersonal skills and abilities to build coalitions and collaborative working relationships.
4. Strong leadership in planning and implementing a complex and integrated program of information systems and technology.
5. Strong organizational skills when managing multiple projects.
6. The ability to establish and implement a strategic vision for technology that serves a diverse community.
7. The ability to effectively lead the execution of complex technology plans and programs.

8. The ability to communicate effectively with technical and non-technical audiences.
9. The ability to identify, hire and retain highly qualified IT professionals.
10. Ability to function and communicate effectively in a multilingual/multicultural setting

Education and Experience:

1. Master's degree in a business administration, information management, information technology, computer science, engineering, or related field.
2. Significant record of progressive accomplishment as a leader of a complex information technology organization.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Preferred Qualifications:

1. Experience in a leadership position in a large educational environment.
2. Experience working with IT systems across a multi-campus college district.
3. Experience with delivery of instructional/academic technology.
4. Experience with developing and managing information technology budgets, including total cost of ownership budget management for large complex projects.

Working Conditions:

1. Typical office environment.

Date Approved: 11/12/13, 7/12/16

Revised: 6/29/16 (title change with research duty assigned)

Salary Range: EM-1

EEO-Category: 2B1 Executive/Administrative/Managerial