

**ASSISTANT VICE CHANCELLOR/INFORMATION TECHNOLOGIES  
SERVICES**

**GENERAL RESPONSIBILITIES**

Directly responsible to the Vice Chancellor of Business Operations and Fiscal Services for the leadership and administration of the Information Technologies Services department of the District. This position is a classified administrative position.

**SPECIFIC RESPONSIBILITIES**

**PLANNING**

Directly responsible for developing and recommending short-term, long-term, and strategic planning, policies and procedures; and providing leadership and vision as it relates to administrative computing and telecommunications.

**OPERATIONS**

Directly responsible for all aspects of information technologies services including hardware, software, communication systems, system security, district networks, data bases, operations and support, maintenance and training, data access, intranet/internet planning, implementation and programming. Plans, prepares and monitors budgets and allocates resources within budget constraints and guidelines. Operational responsibilities include budget planning, development and management.

**COORDINATION/ORGANIZATION**

Directly responsible for problem identification and resolution and supervision of departmental staff. Works cooperatively with other district departments and operations. Works toward the maintenance and enhancement of information technologies systems.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility to provide leadership for effective operations; acts as a representative with suppliers and vendors; provides state-of-the-art solutions for related problems; ensures the implementation of appropriate hardware and software.

**ESSENTIAL FUNCTIONS**

- A. Supervises the day-to-day operations of the Information Technologies Services department.

**ASSISTANT VICE CHANCELLOR/INFORMATION TECHNOLOGIES  
SERVICES (continued)**

**ESSENTIAL FUNCTIONS (continued)**

- B. Responsible for the management, supervision and evaluation of all employees who report to this position.
- C. Utilize initiative and interpersonal skills in the management and integration of information technologies services with other district operations.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess at least a bachelor's degree in computer science, business administration, public administration or a related field, and substantial supervisory experience in the management of information technology for a large, complex organization. A master's degree or higher is desirable.

**Required Skills:** Demonstrated successful experience in current and emerging technologies as applies to administrative computing. Possess an understanding of the nature of an academic institution with skills and experience to work effectively in an academic environment. Knowledge of, and working experience with, a wide variety of technologies including, but not limited to, telecommunications, networking protocols, and LAN management, standards and design of mainframe systems, open systems, and Enterprise-wide integrated information systems, information retrieval, client server computing, internet/intranet services, and text and image-based applications. Knowledge of California Community College regulations and experience working in a participatory governance educational environment are desirable.