

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971
(530) 283-0202, ext. 257
www.frc.edu

DIRECTOR OF INFORMATION TECHNOLOGY/CHIEF TECHNOLOGY OFFICER

DEFINITION:

Under general direction of Superintendent/President, plan, organize, supervise, and administer the College's information technology, management information system, campus software, computer systems, network, and reporting. Oversee all computer systems development and operations to provide professional assistance to the College's management, faculty and staff in information systems development and analysis. Communicate, organize, and direct all aspects of the Information Technology Department to support college operations as part of a small and involved leadership team, in conjunction with campus-wide shared governance committees.

DISTINGUISHING CHARACTERISTICS:

This is an administrative position with overall responsibility for the College's Information Technology Department; full supervisory authorities for assigned staff, and site budget manager responsibility.

CLASSIFICATION:

- FLSA Exempt
- Administrator
- Date Modified: September 2023

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Supervises Information Technology staff and daily operations
- Lead the operations of the Information Technology department and foster a positive work environment both within this department and in working with other programs across campus
- Assists in developing long- and short-range plans, including hardware and software upgrades that align with the colleges mission, funding, and strategic plan;
- Receives and prioritizes requests for information services development and manages the development and implementation processes, and communication with stakeholders;
- Directs network and computer operations;
- Assists in coordinating the acquisition of data processing hardware and software;
- Conducts analytical, systems development or related studies;
- Develops and/or reviews reports of findings, alternatives and recommendations;
- Prepares a variety of reports regarding department activities for local, state and federal reporting requirements;
- Participates in technical work of the department such as network management, MIS operations, and assisting users;
- Monitor and maintain SSL certificates and other hardware and software maintenance contracts and licensing, and federal, state, and other reporting and contracts
- Plan, monitor, and improve cyber security activities and business continuity plans
- Direct and approve purchase of necessary equipment, hardware, and software
- Maintain and update the Technology Plan
- Chair the Strategic Technology Committee and participate in other shared governance committees as assigned
- Track/support projects and software implementations
- Ensure working technology infrastructure, including wireless systems
- Develops and directs the implementation of goals, objectives, procedures and work standards for information services;
- Prepares and administers the information services budget;
- Plans, organizes, administers, reviews and evaluates the activities of the information services staff; provides supervision, conducts performance appraisals, and serves as the hiring authority for assigned staff;
- Represents the College in meetings with representatives of manufacturers, vendors, professional and business organizations.
- Communicates effectively with campus constituents.
- Collaborate with campus constituents to understand technology needs, provide solutions, and evaluate new technology and implementation to improve college processes;

- Develop and enforce IT policies and procedures that promote best practices, security and compliance with regulations, including accessibility to all members of the campus community,
- Other duties as assigned.

Knowledge of:

- Supervision principles and practices.
- Laws and regulation affecting data security of students, public, staff and property.
- General operating methods, principles and practices of data processing and network management, configuration and maintenance.
- Information systems management including design, development, installation and operations.
- Methods, practices and terminology of information systems.

Skill in:

- Planning, organizing, administering, reviewing and evaluating information systems development and computer operations activities.
- Selecting, coordinating, motivating and evaluating technical staff.
- Developing, implementing, and interpreting goals, objectives, procedures, work standards and internal controls.
- Analyzing complex problems, evaluating alternatives, and making effective recommendations.
- Assessing information system needs, setting priorities, and allocating staff to meet such needs in a timely and effective manner.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Representing the College effectively.
- Preparing clear and concise reports, correspondence and other written materials

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- At least two years of progressive experience in information systems or information technology
- Relevant management experience
- Commitment to a diverse community(insert HR language)

DESIRABLE QUALIFICATIONS: A combination of education and experience equivalent to:

- Bachelor's degree in computer science, computer application, computer engineering, programming, management information systems, or a related field
- Community college experience.
- Industry certification or licensure in related software or hardware systems
- Two years of experience in information systems design, implementation and operations in a network environment.
- Strong communication skills both written and verbal in order to interact with faculty, staff, students, and external stakeholders as well as translate technical concepts to understandable terms.
- Project management experience
- Strong technical skills across a wide range of IT areas, including network infrastructure, design, cybersecurity, database management, and enterprise software.
- Familiarity with Learning Management Systems and Student Information systems used in higher education.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

HR to enter standard language including accommodation language