

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, INFORMATION TECHNOLOGY AND INSTITUTIONAL RESEARCH **(Chief Technology Officer)**

THE POSITION

The Dean of Information Systems and Institutional Research (Chief Technology Officer) is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

As the Chief Technology Officer, under the direction of the President, provide leadership and direction in the planning, management and implementation of the Information Systems of the District including, but not limited to, administrative systems, telecommunications, academic, instructional and general purpose computing labs, District networks, Educational Technology services, distance education support, web development, budgeting for information systems, technology training and user support. Provide leadership for and supervision of assigned personnel.

As Dean of Institutional Research, under the direction of the President, plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with District planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of District practices, policies, measures and procedures.

REPRESENTATIVE DUTIES

1. Develop, maintain and evaluate policies, procedures and standards required to provide information systems, telecommunications, research, and educational technology support essential to quality instruction, student services, and administrative processes. *E*
2. Provide leadership for the full development, implementation and refinement of the District's administrative computing system, telecommunications, network services and infrastructure, academic computing labs, distance education support, technology training, web development and multi-media services. *E*
3. Support District-wide requests for data, analysis, and reports that enhance the college's ability to develop and implement data-driven decision making processes. *E*
4. Evaluate faculty and staff training needs and provide in-house technology training and educational opportunities for district personnel. *E*
5. Participate in the development and implementation of budget, operating policies, procedures and objectives. *E*
6. Develop, recommend and oversee hardware, software and equipment purchase, maintenance, standards and procedures. *E*
7. Research new products to determine their ability to fulfill user needs and interface with vendors as appropriate to purchase them and integrate them. *E*
8. Ensure the delivery of quality technology through effective needs assessment and system design. *E*
9. Coordinate the staff in the District's efforts to assure the integrity, reliability and security of the computerized information systems and control procedures. *E*
10. Maintain a process and procedure to meet requirements for a variety of records and reports for District, State and Federal agencies. *E*
11. Manage the staff of Information Systems and Institutional Research Division and provide leadership and direction. *E*
12. Regularly schedule and chair staff meetings and special meetings as needed; serve on regular and special committees as assigned by the President; represent the department concerns and needs to the President; and work effectively and collaboratively with other departments. *E*

13. Represent Information Systems and Institutional Research on appropriate District, Regional and State committees. *E*
14. Serve as a member of the President's administrative committee. *E*
15. Develop technology plan, annual research agenda, annual goals and objectives for planning and evaluation purposes and operational efficiency. *E*
16. Serve on College Planning Council; collaborate with Council members and others in reviewing, interpreting and determining implications of various College practices and measures of institutional effectiveness; coordinate and participate in the development and analysis of related data. *E*
17. Provide technical information and assistance to the President regarding institutional assessment, research and planning activities, needs and issues; assist in the formulation and development of policies, procedures and programs. *E*
18. Perform other duties and responsibilities as assigned

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective and harmonious manner.

KNOWLEDGE AND ABILITIES

Possess strong technical knowledge and familiarity with the latest developments in advance technologies and information systems in higher education; project management techniques in information systems; principles and methods of computer operations systems software, computer programming networking, systems analysis and design; data collection and analysis; educational reporting systems; budget compilation and analysis; knowledge of management techniques and accepted practices, including supervision, training and evaluation; and development of surveys and operation of focus groups. Function in a variety of computing environments; articulate and implement a vision and unified direction for use of information technology and research in a community college; demonstrate excellent budgetary and management skills, including interpersonal and collaborative skills; communicate effectively both orally and in writing; build and supervise a team; establish and maintain productive working relationships with an ethnically diverse group of administrators, staff and students; exhibit a commitment to quality and client-oriented service.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree in Computer Science, Information Technology, Business Administration with a specialization in Information Systems; or related field; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

E: Essential functions of the job.

Leadership XI