DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR OF EDUCATION TECHNOLOGY

BASIC FUNCTION

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

REPRESENTATIVE DUTIES
1. Develop, maintain and evaluate policies, procedures and standards required to provide information systems, telecommunications, and educational technology support essential to quality instruction, student services, and administrative processes.
2. Provide leadership for the full development, implementation and refinement of the District's educational/administrative computing systems, telecommunications, network services and infrastructure, academic computing labs, distance education support, technology training, web development and multi-media services.
3. Provide leadership and currency to all aspects of existing and emerging technology related to the academic and instructional areas.
4. Ensure all systems and data are safeguarded and mechanisms for monitoring are established.
5. Actively participate in State and National associations to assist in identifying and developing a robust educational/information systems environment.
6. Support District-wide requests for data, analysis, and reports that enhance the college's ability to develop and implement data-driven decision making processes.
7. Provide leadership in identifying emerging technologies, software and opportunities that may enhance the students, faculty and staff environments.
8. Collaborate with faculty and staff to determine training needs and provide in-house technology training and educational opportunities for district personnel.
9. Participate in the development and implementation of budget, operating policies, procedures and objectives.
10. Develop, recommend and oversee hardware, software and equipment purchase, maintenance, standards and procedures.
11. Research new products to determine their ability to fulfill user needs and interface with vendors as appropriate to purchase them and integrate them.
12. Ensure the delivery of quality technology through effective needs assessment and system design.
13. Coordinate the staff in the District's efforts to assure the integrity, reliability and security of the computerized information systems and control procedures.
14. Maintain a process and procedure to meet requirements for a variety of records and reports for District, State and Federal agencies.
15. Manage the staff of Information Systems and provide leadership and direction.
16. Regularly schedule and chair staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Vice President, Administrative Services; represent the department concerns and needs to the Vice President; and work effectively and collaboratively with other departments.
17. Represent Information Systems and Institutional Research on appropriate District, Regional and State committees.
18. Serve as a member of the Vice-Presidents administrative committee.
19. Develop technology plan, annual research agenda, annual goals and objectives for planning and evaluation purposes and operational efficiency.
20. Develop a financial strategy to implement the technology plan.

21. 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.
22. 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 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.

EDUCATION AND EXPERIENCE
Any combination equivalent to: Bachelor's degree from an accredited institution in computer science or related field and five (5) years of experience including the management of any combination of the following areas, comprehensive IT operations, administrative applications services, telecommunications, distance education support, data warehousing, and reporting. Preference given for ten (10) years of experience in California Community College information technology systems and significant experience in a Datatel (Ellucian Colleague) environment.

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. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

Classified Administrator

Leadership XI – XIII
Depending upon education and experience
Approved 8/22/2014