

DIRECTOR, SYSTEMS MANAGEMENT AND MIS OPERATIONS

BASIC FUNCTION

Under the direction of the Dean, Information Systems and Education Technology, direct and supervise the District systems functions including the administrative information system, web applications, data administration and software development to assure availability of computer systems for administrative functions of the District and assure compliance with state and federal data submission requirements; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Develop and coordinate application software projects including system design and review with end users Data base design, management and integration, program design, code management, review, testing and acceptance, system implementation including installation, user documentation, training and integration with other District functions. *E*
2. Review and control District state and federal electronic reporting systems; make necessary modifications as required by the federal and state; assure timely submission of state electronic reporting requirements; review submissions for accuracy, completeness and data quality; make recommendations to District staff on data quality improvement. *E*
3. Supervise the systems function including MIS submissions, data administration, web application and software development; provide information, reports, analysis and assistance as requested; estimate project size, complexity and resources required; develop written plans and recommendations for systems functions and resource allocations. *E*
4. Plan, organize and coordinate the activities of the assigned staff; train, supervise and evaluate assigned personnel. *E*
5. Review and maintain the databases in mini/mainframe and client/server environments; maintain expert-level knowledge of appropriate database structures and tools. *E*
6. Provide technology leadership for overall software architecture including requirements analysis, data administration, system design, programming and technical documentation. *E*
7. Assess, recommend and design software engineering tools; maintain current with industry trends; research products. *E*
8. Work with the integration of the various systems such as the primary student information system, course management system, portals and various independent software modules. *E*
9. Attend and conduct meetings; represent the District at regional and other meetings. *E*
10. Assist with mini/mainframe and personal computer programming as required to meet target dates and manage the programming workload. *E*
11. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. *E*

12. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
13. Seek and participate in professional development activities. *E*
14. Coordinate systems staff with end user management by providing information, user documentation, training sessions and Help Desk assistance. *E*
15. Set up and maintain data warehouse and provide data elements for enrollment management and other administrative reports. *E*
16. Develop bid specifications for hardware and software related to systems and related modules. *E*
17. Ability to program in a multi-platform environment. *E*
18. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Applicable California Community College MIS & federal laws, codes and regulations; systems development life cycle for both mini/mainframe and client/server applications development; variety of computer systems, web applications and current knowledge of trends in the industry; relational and hierarchical database design expertise; computer programming languages, utilities and applications used within the organization; principles and practices of supervision and training; database structures, on-line applications and system capabilities of the organization's computer systems; computer programming languages, utilities and applications used within the organization; various LAN operating systems; research and analysis techniques as related to computer programming; record-keeping techniques; district organization, operations, policies and objectives; oral and written communication skills; interpersonal skills using tact, patience and courtesy; technical aspects of field of specialty.

Ability to: Organize and supervise the assigned technical staff and computer applications functions; demonstrate proficiency in designated computer programming languages; provide technical guidance and recommendations concerning existing computer programs and systems; perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements; apply principles and techniques of computer programming and data structuring to specific problems or requests; test and de-bug programs for accuracy and reliability; research, analyze and recommend new system software and hardware; train, supervise and evaluate personnel; communicate effectively both orally and in writing to exchange information; operate a variety of equipment including a computer; establish and maintain cooperative and effectively working relationships with others; interpret, apply and explain rules, regulations, policies and procedures; maintain records and prepare reports; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit for extended periods of time; work under tight timelines.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in Information Systems, Engineering, Computer Science, Telecommunications, Business or related field and three (3) years responsible related work experience that demonstrates abilities to perform and manage technical projects and staff.

DESIRABLE EDUCATION AND EXPERIENCE

Master's degree in a related field is preferred and one (1) year experience in Information Systems in California Community Colleges. Experience in an integrated administrative computing system or Enterprise Resource Planning System (ERP), Student Portals, HP9000 HP/UX environment management (SAM) and operating system, Unidata RDBMS, UniQuery Language, Envision CASE Tools, xOmni Backup System, MS-SQL, MS-Access, MS-Office, MS-Visual Basic, ASP.net Language, ASCII manipulation software, ODBC Data Mining & Report Generation Softwares, Datatel Colleague, WebAdvisor, EPOS Encore, XAP Project Management Tools (CCCApply) and other related third party software. Industry Certifications.

LICENSES AND OTHER REQUIREMENTS

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

PHYSICAL DEMANDS

While performing the duties of this job; the employee is regularly required to sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

Leadership Salary Schedule

Range: 10

E: Essential functions of the job.

Approved 8/2005, 8/22/2025

Revised effective 7/2005, 8/2025