Position ....Chief Technology Officer
Department/Site...............Technology and Computer Services (TeCS)
FLSA.................................Exempt
Evaluated by ....Superintendent/President
Salary Range M-81

General Description

Under the direction and supervision of the Superintendent/President, the Chief Technology Officer (CTO) is responsible for providing vision and leadership to the District on emerging trends, information technology issues, policies, technology investment, and the integration of information technology services consistent with the District's overall mission and program needs.

The CTO provides leadership for instructional technology, administrative computing, technology infrastructure, desktop support, user training, web services and support, and telecommunication technology. The CTO will work collaboratively with District constituent groups in setting priorities for the deployment of information technology to carry out the educational and administrative goals and objectives of the District; will represent the District in state, regional, and vendor information forums; will keep abreast of information technology developments and their appropriate applications within the District; and, will plan and implement campus information technology infrastructure upgrades. The CTO is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

This is a 12-month classified management position.

Essential Duties and Responsibilities

- Manages the Technology and Computer Services Department (TeCS) and provides leadership and direction by developing and articulating a shared vision of technology uses and benefits.
- Assumes full management responsibility for all Technology and Computer Services Department programs, services, and activities, including information systems infrastructure, network administration, academic technology support, and telecommunication systems.
- Develops, reviews, and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary. Prepares and monitors budget for all assigned programs.
- Ensures confidentiality, security, and integrity of all electronic information assets and information technology infrastructure. Supports the mission of the District though innovative, secure and stable technology solutions.
- Develops and maintains a student portal through the implementation of relevant, new, and intuitive technology.
- Oversees and manages the administration and maintenance of the District's information technology infrastructure.

- Develops and implements systematic controls and edits to ensure accuracy of all computer services applications.
- Directs website services operations.
- Assesses, redesigns, and maintains the college website in consultation with key college constituents (i.e., academic affairs, student services, external and governmental relations).
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Provides recommendations to the Superintendent/President and members of the Cabinet team for major hardware and software lease or purchases. Evaluates, selects, and approves District-wide computer purchases.
- Directs the planning and maintenance of the District's administrative software system. Provides strategic advice on evaluation, selection, implementation, and maintenance of information systems, ensuring appropriate investment in operational systems and security.
- Oversees long-term information systems strategies to plan for and control network upgrades and growth; evaluates and implements new technologies; encourages innovation among technical staff in the utilization and implementation of ideas and techniques.
- Develops and oversees an enterprise resource planning system architecture, defines standards and protocols for data exchange, communications, software, and interconnection of District network systems.
- Updates and maintains the Technology Master Plan.
- Provides strategic advice on evaluation, selection, implementation, and maintenance of information systems, ensuring appropriate investment in operational systems and security. Develops and implements strategies for disaster security/recovery.
- Serves as chairperson and coordinates the activities of the District's technology advisory groups. Participates in planning the integration of technology into college-wide planning. Conducts a variety of District-wide technology focused organizational and operational studies.
- Oversees the development of consultant requests for proposals for professional services.
- Implements and may present various end-user training sessions on IT system operations and functionality.
- Prepares state and federal reports on District technology to meet state and federal reporting requirements. Ensures compliance with local, state, and federal regulations.
- Selects, trains, motivates, evaluates, and directs department personnel.
- Supervises and evaluates personnel in assigned areas.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Resolves conflict.
- Serves in the selection and evaluation of division personnel.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications
- Possession of a master's degree in business administration, information management, information technology, computer science, engineering, or related field.
- A minimum of three (3) years of successful leadership experience as a senior administrator at an institution of higher education in the technology field.

- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.