

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

CHIEF TECHNOLOGY OFFICER

MANAGEMENT RESPONSIBILITY

The Chief Technology Officer is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the organization and management of the information technology services and operations. The Chief Technology Officer is charged with the satisfactory implementation of Board Policy and District procedures as applicable to the position. The Chief Technology Officer is expected to participate in the formation of District policies and procedures by making appropriate recommendations for improvement and/or additions that enhance the efficiency and effectiveness of the district information technology services and operations to support the mission of the District.

GENERAL DESCRIPTION

The Chief Technology Officer is responsible for providing a vision and leadership for the integration of information technology services consistent with the District's overall mission and program needs. The CTO will provide leadership for instructional technology, administrative computing, system design and applications programming, network infrastructure, servers, desktop support, hardware and software support, audio visual support for smart classrooms, user training, web development and support, centralized help desk, and telecommunications. He/She will work collaboratively with District constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District. The CTO will also represent the District in state, regional, and vendor information forums; keep abreast of information technology developments and their appropriate applications within the District; and plan and implement campus information technology infrastructure upgrades. This position reports directly to the Chancellor and works collaboratively with the District Vice Chancellors and College Presidents and Vice Presidents at the District's two colleges, Chabot College in Hayward and Las Positas College in Livermore.

REPRESENTATIVE DUTIES:

The Chief Technology Officer shall:

1. provide leadership in the selection, design, implementation and integration of information systems throughout the district;
2. facilitate communication regarding technology issues throughout the campuses and district;
3. ensure that implementation of technology will occur in an integrated manner designed for the benefit of both academic and administrative purposes;

4. develop and disseminate policies, standards, and procedures related to information technology to include budget management;
5. coordinate the activities (serves as Chairperson) of the District's technology advisory groups, and assist them in the creation, implementation, evaluation and periodic updating of the District's Strategic Technology Plan;
6. provide leadership in the development and support of distance education technologies throughout the district; facilitate cooperative planning and implementation of distance education initiatives between the institutions;
7. function as a liaison between Enterprise ITS and the District/College user community to coordinate voice-video-data services on the District's Wide Area Network/Local Area Networks with particular attention to matters related to district-wide services including the coordination of LAN/WAN and internet operational issues, and the District Technology Plan;
8. prepare state reports on district technology and distance learning programs and grants;
9. represent the Chancellor at state and national meetings dealing with technology issues;
10. serve on state and regional technology committees;
11. provide regular status reports to the Board of Trustees and the District and College communities concerning Enterprise project implementation, policies and operations;
12. meet regularly with the District Vice Chancellors, College Presidents and Vice Presidents, and Banner User Groups to provide advice and counsel relative to technology issues;
13. provide project management oversight on all technology initiatives related to the district's large scale Bond Measure projects which integrate the District Technology Plan with the District Facilities Master Plan to include incorporation of Total Cost of Ownership (TC) projects;
14. conduct studies of technological advancements in information technology that leads to the development of innovative approaches to more effective and efficient programs for the delivery of voice, data, and video information including knowledge of virtualized environments;
15. perform all other related and implied duties and such others as may be assigned by the Chancellor.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

1. Project management and organizational skills:

- ability to develop and maintain effective strategies for information systems and services.
- ability to monitor major projects with broad institutional impact;
- ability in major software and hardware systems procurement;
- ability to develop and manage departmental budgets;
- ability to work independently without close supervision;

2. Communication skills:

- ability to communicate clearly, both orally and in writing;
- ability to address technical issues in non-technical terms;
- ability to develop and make presentations to a diverse audience;

3. Technical abilities:

- knowledge of enterprise applications, methods, and standards;
- general knowledge of methods of modern information systems design;
- knowledge of educational administrative software systems (Ellucian Banner preferred);
- knowledge of modern computer hardware and software;
- knowledge of modern data communications network systems;
- knowledge of instructional technology delivery systems.

4. Management and social skills:

- ability to establish effective working relationships at all levels of the institution;
- ability to inspire strong performance among colleagues and subordinates;

Education and Experience:

Baccalaureate degree from an accredited college or university required, Master's degree preferred.

Five years increasingly responsible experience in a leadership position related to higher education information services and extensive network systems; prefer three years experience in Chief Technology Officer (or similar) position, reporting to the President/Chancellor.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

Adopted by the Board of Trustees 11/13/01, 2/19/02

Revised: 2/5/02

Effective: 10/25/01

Job Family: Management

(p:/chief tech officer)