

CLASSIFIED MANAGEMENT

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES**BASIC FUNCTION:**

Under the general direction of an assigned administrator, provide leadership, consultation, and strategic direction for information technology activities at a college campus, and direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college.

REPRESENTATIVES DUTIES:

Plan, organize, and coordinate information technology activities and operations at an assigned college and develop goals, objectives, policies, and procedures for the college information technology department. **E**

Consult with college management and the district-level Information Technology Department to identify and prioritize current and future technology needs and solutions; analyze technology needs and provide direction for technology infrastructure acquisitions and upgrades. **E**

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation; assess and prioritize campus program review requests in collaboration with technology committees. **E**

Supervise, hire, train, and evaluate information technology department staff engaged in designing, implementing, and maintaining information technology systems including hardware, applications, web/internet, and network resources and supporting campus technology users in the use of such systems. **E**

Ensure compliance with technology-related accreditation standards and coordinate with campus accreditation coordinators to demonstrate that applicable standards are met. **E**

Coordinate and direct the installation and maintenance of end-user computer hardware, software applications, and operating systems. **E**

Direct the testing, training, and evaluation of computer hardware and software systems, multimedia and audio-visual systems, servers and operating systems, and communications systems. **E**

Coordinate and direct the development, implementation, and monitoring of security policies and practices for the college's networks. **E**

Provide and review recommendations for improvement of network systems and hardware. **E**

Assess instructional technology needs and provide input and direction for instructional technology program review plans in collaboration with deans, faculty, and instructional support staff; oversee

Reestablished February 2015

Established October 2007

DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)

the implementation and ongoing technical support for classroom technology including computers, peripherals, and audio-visual systems. **E**

Develop, monitor, and maintain the unit's budget in collaboration with the Associate Vice Chancellor of Information Technology and the Vice President of Business Services and prepare related reports; budget for ongoing upgrades and support necessary to sustain campus needs and future growth. **E**

Oversee the operation of the campus-wide help desk system and record and assign service calls; provide direction to information technology staff on prioritizing work requests. **E**

Develop, implement, and monitor service level agreements. **E**