



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director of Information Technology		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	45		
<b>HOURS PER DAY:</b>	8		
<b>HOURS PER WEEK:</b>	40		
<b>MONTHS PER YEAR:</b>	12		
<b>REPORTS TO:</b>	Vice President of Administrative Services or Designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, organize, direct, implement, coordinate, and supervise the district's information technology functions. This position will also oversee the implementation and use of the district's Enterprise Resource Planning (ERP) solution (Ellucian Colleague), and oversee and insure the accurate generation of MIS reporting. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others. This job class exercises responsibility for the successful implementation and operation of information technology including the Ellucian Colleague ERP system for the district, logical components of the network and workstations, the district main web presence, and oversee the architecture of the overall network and computer design. This position will supervise the network and technology support, MIS, and academic and administrative computing services. The position is overtime exempt.

**TYPICAL DUTIES**

*Essential Functions:*

- Plans, implements and administers a District-wide infrastructure of information service and technology applications in support of all district functions.
- Coordinates and supports necessary activities to accomplish goals and priorities established by the District.
- Assists in the development and updating of an integrated Technology Master Plan for the District.
- Directs, coordinates, and supervises the daily operations and activities of the district's administrative computing department and configuration and implementation activities with regard to the District ERP (Ellucian - Colleague) and related applications.
- Directs, coordinates, and supervises district reporting of MIS, IPEDS, and other state and federally required reports as necessary.
- Directs, coordinates, and supervises the daily operations and maintenance activities of the district's main web page.

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- Directs, coordinates, and supervises the daily operations and activities of the district's Web Advisor implementation for secure web access to student and staff data, including but not limited to Web registration and e-commerce.
- Directs, supervises, coordinates, and formally evaluates the work of support staff. Ensures that administrative applications and systems meet user needs and requirements
- Oversees the maintenance of security systems and data files related to the district's information systems.
- Develops and administers the departmental budget; authorizes departmental expenditures.
- Confers with and provides technical guidance to staff regarding information technology functions, needs, problems, and desired results.
- Researches new advancements in computer hardware and system/applications software; recommends purchase of such equipment/materials.
- Attends various meetings, conferences, and seminars related to the District information technology and serves on various district committees as resource person.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Knowledge and ability to apply District policies, rules and procedures
- Knowledge of software license compliance laws and methodologies
- Knowledge of laws related to internet and website technology
- Knowledge of and skill in working with a variety of major computer manufactured hardware, software and operating systems
- Current principles, procedures, practices, and terminology related to the district's ERP system (Ellucian) and other information system operations in on-line and interactive mode. This includes but is not limited to: HP9000 (HPUX) operations and maintenance, Linux systems operations and maintenance, Microsoft Systems Server operations and maintenance, Unidata, SQL, and PHP
- Principles, methods, and terminology of MIS and IPEDS reporting.
- Principles, methods, and terminology of programming and computer documentation functions.
- Supervisory methods and techniques including evaluation and professional development.
- Uses and limitations of computers and computer systems. Budget preparation and administration.

*Ability to:*

- Analyze complex information technology procedures and develop logical conclusions. Analyze complex information and develop, document, and generate meaningful reports. Supervise, direct, and formally evaluate the work of assigned staff.
- Communicate effectively and promptly in both oral and written forms.
- Develop, write, test, debug, and modify information system programs. Operate

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designated computer hardware and software effectively.

- Establish and maintain departmental records and files and prepare reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**QUALIFICATIONS**

*Education Required:*

Bachelor's degree in related field or equivalent combination of training, education and experience..

*Experience Required:*

- Minimum of five years experience and at least two years in supervisory capacity in a multi-discipline on-line system with systems analysis responsibility.

**APPROVALS**

Date Created/Revised: 06/16/2014

Cabinet Reviewed: 07/01/2014

Board Approved: 07/09/2014

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)