



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

<b>POSITION TITLE:</b>	Associate Vice President of Information Services and 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>	60		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Assistant Superintendent/Vice President of Administrative Services		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

In collaboration with campus constituents, the Associate Vice President of Information Services and Technology (AVP IST) provides strategic leadership for the development of long-term goals, policies, and procedures for the District's Information Systems and Technology Support Department. The AVP IST directs the planning and implementation of technology initiatives in support of the District's mission, while providing leadership and support for the overall effectiveness and operations of the department. The AVP IST is responsible for monitoring and analyzing current and emerging technologies and trends that could improve the efficiency, effectiveness, and equity of the District's operations and performance. The AVP IST establishes and maintains strong working relationships with faculty, academic deans, administrators, staff, students, and community stakeholders; develops strategic plans in assigned areas; advocates for and promotes assigned programs and services; and may serve as a member of the Superintendent/President's Cabinet. Incumbents are responsible for hiring, training, assigning, scheduling, supervising, and formally evaluating classified and confidential staff. Employees in this classification supervise reporting managers and supervisors. This job class functions at a senior program management level within a broad framework of laws, regulations, policies, and procedures. This is an administrative, overtime exempt position.

**TYPICAL DUTIES**

*Essential Functions:*

- Plans, directs, coordinates, implements, supervises, promotes, and administers the District-wide infrastructure of information service and technology applications in support of all district functions and to enhance the success of the District's diverse student communities.
- Leads development, coordination, evaluation, revision, implementation, and support of District policies and procedures for the Department to accomplish established goals and priorities and successfully serve the needs of the District's diverse student communities.

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- Oversees development and administration of the Department's budgets and monitors expenditures.
- Ensures assigned programs comply with federal, state, and local regulations and District policies and procedures.
- Leads the development and updating of the integrated long-range, District-wide Technology Master Plan.
- Leads short and long-term strategic planning for the Department including assessing current operational status, internal strengths and weaknesses, and external threats and opportunities and developing and proposing action plans.
- Plans and leads routine processes for evaluating the effectiveness of the District's technology applications and recommending improvements.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District policies and departmental operating procedures.
- Plans, organizes, evaluates, and revises the Department's recordkeeping and maintenance policies and procedures and ensures District data reporting is accurate and timely.
- Works collaboratively and cooperatively with District faculty, staff and administrators in a variety of operational contexts to understand network/computing infrastructure and technology service needs.
- Works with diverse student communities to enhance their learning experience through appropriate and effective technology and network systems.
- Oversees the development, implementation, operation, and revision of technical assistance procedures and coordination of services to all District stakeholders.
- Identifies and recommends vendors and service providers for information system hardware and software; establishes and maintains professional business relationships with vendors and providers to maximize the value of District investments in technology resources.
- Establishes, leads, and models a "consumer-centric" approach to providing technology services to the District's diverse stakeholder communities and builds a culture of high value customer service.
- Establishes, leads, and models a systematic project management approach for IT projects.
- Increases productivity, effectiveness, and equity by promoting a culture of continuous improvement, managing positive organizational change, and incorporating new technology solutions using assessment of best practices and feedback from internal users and external stakeholders.
- Maintains the confidentiality, security, and integrity of all electronic information assets and IT resources.

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- Researches, obtains, and maintains grants and other funding sources for technology systems and services.
- Leads ongoing staff development to maintain up-to-date technical expertise and attract, develop, and retain highly qualified and performing staff.
- Serves on and participates in a variety of internal and external committees and organizations, at the local, regional, and state-wide levels. Represents the District at related state-wide policy meetings and conferences. Maintains active participation and membership on local and State-wide boards as a representative of the District.
- Performs related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles and practices of community college operations and programs.
- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning and reviewing work, performance appraisals, discipline, and employee selection and development.
- Current and emerging information technologies and delivery methods.
- Applicable technology hardware, software, operating systems, applications, and user platforms.
- Laws, codes, and regulations impacting technology implementation and support within a California community college.
- Budget preparation and administration procedures.
- Student and staff equity issues.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Ability to:*

- Maintain awareness and understanding of current and emerging technologies, including complex and rapidly evolving applications and program, capable of supporting the effective, efficient, and equitable operation of a community college.
- Interpret, apply, and enforce laws, regulations, and guidelines related to operations and programs in assigned areas.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.
- Analyze complex problems, identify potential solutions, evaluate alternatives, recommend effective courses of action, and take independent action for successful results.

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- Direct, supervise, and formally evaluate the work of managers, supervisors, and other staff members.
- Facilitate organizational development and change through effective collaboration with diverse participants.
- Prepare and present effective reports, recommendations, and correspondence.
- Exercise tact, diplomacy, and good judgement in all stakeholder interactions.
- Compile, organize, and use various financial information necessary in the preparation of departmental budgets.
- Control and monitor budget expenditures and resource development.
- Manage a diverse group of individuals in a fast-paced environment.
- Communicate effectively, orally and in writing.
- Work independently while receiving only strategic direction.

**QUALIFICATIONS**

*Education Required:*

- Master’s Degree in Computer Science, Management Information Systems, Engineering, Technology, Business Administration, Public Administration, Educational Administration, or other related field, or equivalent combination of education, training, and experience.

*Experience Required:*

- Three years of progressively responsible experience in the administration and management of a program, department, or other professional business unit.
- Three years of successful experience supervising, directing, and evaluating the work of direct report employees.
- Demonstrated cultural humility and ability to work successfully with the diverse academic, socioeconomic, and ethnic backgrounds of community college students, faculty, and staff.

**APPROVALS**

Date Created/Revised:	10/2019
Cabinet Reviewed:	10/2019
Board Approved:	11/13/2019

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

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condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)