SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHIEF INFORMATION SYSTEMS OFFICER

SUMMARY DESCRIPTION

Under the administrative direction of the Superintendent/President, plan, organize and direct Institutional Technology staff and activities of the College; provide support and consultation to academic computing users as needed.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and implement short- and long-term data communication and computing plans for the College. *E*

2. Develop the technical aspects of an integrated plan for computer hardware and software functions of the College. *E*

3. Evaluate, procure and install vendor-supplied software, hardware, data communications and services to maintain an administrative computing environment for the College. *E*

4. Recommend staffing levels, unit organization, equipment and budget for assigned area; develop and maintain the annual budget for assigned areas; participate in College/District wide budgetary planning and issues as they relate to technology needs; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. *E*

5. Develop, implement and maintain policies and procedures for departmental and District-wide computing activities; establish an overall governance structure for prioritization of projects; establish project management policies and operational guidelines.. *E*

6. Develop proposals for providing new or significantly enhanced computer services for administrative, instructional, and student services. *E*

7. Participate in the selection of new staff; supervise and evaluate the performance of assigned staff; plan, coordinate, and arrange for appropriate training of subordinates; recommend transfers, reassignment, termination, and disciplinary actions. *E*

8. Manage and coordinate schedule for required local, state and federal computer-based reporting. *E*

9. Maintain relationships with computer hardware, software, and services vendors for the acquisition of new equipment and the maintenance of exiting equipment. *E*

10. Meet with staff responsible for campus functions to plan, design, and enhance computer systems as required; establish and maintain a working relationship with academic and administrative departments and divisions. *E*

11. Serve on the College's executive management teams and other committees as required; participate in local, state and national organizations. *E*

12. Maintain current knowledge of technological advances in computer systems. *E*

13. Perform feasibility studies, estimate required resources, and monitor and report to Computer Services Committee progress in prioritized projects. *E*

14. Represent the District on computer-related technical associations. *E*

15. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:
District policies, procedures, and current programs.
Applicable policies, procedures, goals, and objectives of the assigned program and service areas.
Computer systems hardware and software.
Administrative functions requiring computer support and services.
General knowledge of classroom instruction requiring computer support.
Principles and practices of supervision, administration and training.
District organization, operations, policies and objectives.
Oral and written communication skills.
Interpersonal communication skills.
Current knowledge of data communications technology, capabilities and trends.
Project management.
Pertinent federal, state, and local laws, codes, and regulations.
Theories, methods, and techniques of leadership and management.
Principles of leadership, supervision, training, and performance evaluation.
Principles and practices of budget preparation and administration.
English usage, grammar, spelling, and punctuation.
Interpersonal skills using tact, patience, and courtesy.

Ability to:
Direct the activities of and provide effective leadership to others.
Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
Apply strategic planning in an organizational setting.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Identify and respond to sensitive organizational issues, concerns, and needs.
Research, analyze, and evaluate new service delivery methods and techniques.
Provide consultation, support, and technical assistance on large technically complex projects.
Prepare and present comprehensive, effective oral and written reports.
Develop and maintain an operational budget.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Interpret and apply applicable federal, state, and College/District policies, laws, and regulations.
Serve as an effective representative of the College/District.
Serve on a variety of boards and committees.
Exercise critical and independent judgment.
Coordinate multiple project activities and tasks.
Prioritize work to meet schedules and time lines.
Work confidently with discretion.
Operate office equipment including computer terminal.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE
Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work I computer science, information technology, or a related field; and four years of increasingly responsible supervisory experience in a data processing or computing environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office environment. Frequent interruptions and distractions.

Physical: Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate office equipment including computer keyboard and peripheral equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

March 1995
Ewing & Company

Revised: July, 2011 – replaces Director of Computer Systems and Services
Forsberg Consulting Services

Revised: June, 2014 – replaces Director of Institutional Technology and Chief Information Officer
Human Resources