Imperial Valley College
Chief Technology Officer

THE POSITION
Under the direction of the Superintendent/President, the Chief Technology Officer plans, organizes, coordinates and directs the District's technology strategy and operations; provides management with direction and leadership in technology and applications; trains, supervises, and evaluates the performance of assigned personnel; develops system and hardware support to meet the broad technology needs of the College.

REPRESENTATIVE DUTIES
- Direct the continuing review and evaluation of current systems and methods; provide leadership to executive management regarding information systems and technological advancements in the field; recommend the purchase of computer hardware, system enhancements and software upgrades as appropriate.
- Provide leadership in short and long range planning for the District's technology systems in relation to District plans and objectives; project resource requirements including personnel, equipment and software, analyze proposed costs and potential benefits; present recommendations and reports to administrators regarding information systems projects, resources utilization and production performance.
- Develop and administer the departmental budget, prepare recommendations and justifications related to proposed expenditures; maintain appropriate records and documentation according to established purchasing policies and procedures.
- Select, assign, orient, train, supervise, counsel, discipline, motivate, and annually evaluate the performance of assigned staff; ensure efficient and effective performance; develop expectations for performance and standards of excellence; lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups; responsible and accountable for completion of assigned tasks when assigned to such a group.
- Plan, coordinate and direct the telecommunications and networked systems to assure efficient and effective performance; evaluate new technology and develop plans for implementation relative to District and campus needs.
- Direct computer operations and equipment maintenance of departmental records and reports; assure compliance with relevant laws, District policies and generally accepted protocols.
- Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
- Develop and maintain a District information technology and telecommunications master plan which reflects long range planning of IT and telecommunications projects required to support the District's strategic plans.
- Develop annual comprehensive plans for the information systems and technology function. Provide environmental data to support the development of the District's strategic plans. Support other institutional planning activities by providing technical expertise and access to community, regional, state and national planning data of relevance to the District.
- Determine priorities of IT projects and tasks, assign responsibilities for project and task completion to staff members and monitor the rate of achievement of objectives. Develop and implement methods of evaluating the performance of information systems and the IT staff to ensure achievement of institutional objectives.

- Develop and facilitate the program review process for the information systems and technology function. Develop and recommend board policies and administrative procedures governing the operation of IT and telecommunication resources to ensure the security, accountability, and efficient and effective use of information resources across the District.
- Perform related duties as assigned regarding assigned programs as necessary; coordinate programs with business, industry, community organizations and other educational institutions.

EDUCATION AND EXPERIENCE
The minimum qualifications for this position includes the following:
- Possession of a Master's Degree in a related field; and
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

PERSONAL AND PROFESSIONAL CHARACTERISTICS, SKILLS, AND COMPETENCIES
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to meet schedules and timelines; work independently with little direction.
- Work collaboratively with other members of the IVC community.

LICENSES AND OTHER REQUIREMENTS
- Valid driver's license.

WORKING CONDITIONS
- Indoor work environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor to read a variety of materials.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.