

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHIEF TECHNOLOGY OFFICER, CCC TECHNOLOGY CENTER

L205.200

BASIC FUNCTION: Under the general direction of and in coordination with an assigned administrator, provides professional leadership for the California Community Colleges Technology Center's (CCCTC) information technology systems and system-wide software development. Coordinates with the CCCTC's Information Security Officer on information assurance. Serves as the primary expert for coordinating the long-term systems architecture, programming platforms and emerging technology directions across a number of system-wide technology projects. Investigates future technologies (hardware, software and methodologies) to ensure that the CCCTC maintains the correct set of technologies necessary for the delivery of its services.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Serves as the subject matter expert in the areas of information management and technology assessment.
- *2. Plans, organizes, identifies, directs, administers, reviews, implements and evaluates the overall policies, procedures and goals for the information technologies developed & operated by the California Community Colleges Technology Center.
- *3. Coordinates and supports the development and implementation of a Technology Master Plan that supports all of the California Community College's strategic technology direction.
- *4. Provides professional, positive leadership and long range planning for the California Community Colleges Technology Center to include System Administration and Software Development. Directly supervises programmers and system administrators. Through effective communication and leadership, ensures that the CCCTC work together as an effective team to develop and operate system-wide technology projects.
- *5. Leads in the implementation of several system-wide technology components to include CCCApply, OpenCCC and SuperGlue.. Leads the coordination and the implementation of all technology components for any current and future CCCTC grants.
- *6. Supports and assists in the development of the agenda for the System-wide Architecture Committee (SAC) with the assigned administrator. Assists with the structure and organization for SAC and its subcommittees. Serves on these committees as required.
- *7. Plans, organizes and leads the implementation of disaster recovery and business continuity plans for the California Community Colleges Technology Center and system-wide technology.
- *8. Develops and as funded, implements the Life Cycle Replacement plan for the California Community Colleges Technology Center and system-wide technology.
- *9. Assures the timely preparation, maintenance and distribution of CCCTC reports and records as required by state, federal, local and District regulations, including electronic reporting systems; makes necessary modifications as required; assures timely submission of state electronic reporting requirements; reviews submissions for accuracy.
- *10. In coordination with the CCCTC Information Security Officer, develops and implements plans to gain and maintain ISO 27000 certification and ensures effective network and system security.
- *11. Develops and implements a Technology Training program for CCCTC employees. Ensures that each programmer and database administrator within the CCCTC has an individual development plan and implements their plan to the maximum extent which resources will allow.
- *12. Assures that a disciplined software development process results in systems that are well documented and maintainable into the future. Provides systems analysis and project management services for system-wide technology projects.
- *13. Negotiates the priority of major projects and delegates work to assigned personnel accordingly; oversees activities and project priorities within the California Community Colleges Technology Center and modifies timelines as appropriate.
- *14. Assures the development and supervises the management of associated budgets; monitors expenditures of funds; participates in and encourages grant writing and/or partnerships that provide support funding of the California Community Colleges Technology Center technology advances and the development of new technology and/or innovative technology.
- *15. Develops and coordinates the California Community Colleges Technology Center's effort to assure the integrity, reliability and security of the network and all computerized information systems, standards, policies and data utilized by the CCCTC.
- *16. Develops the long-term technology infrastructure plan to facilitate coordinated communications.
17. Works collaboratively with California Community College Institutional Researchers and data scientists to develop usable data tools that support CCCTC projects.
18. Serves on a variety of District committees as requested.
19. Performs related work as required.

MINIMUM QUALIFICATIONS:**● EDUCATION AND EXPERIENCE:**

- A Bachelor's Degree or equivalent from an accredited college or university in Management Information Systems, Business or Public Administration, Information Technology, Computer Science, Systems Management or a science, engineering or mathematics field *; AND
- Seven (7) years of demonstrated senior management experience in information technology.
** Bachelor's degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.*

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel required.

DESIRED QUALIFICATIONS:

- Master's Degree in Management Information Systems, Business or Public Administration, Information Technology, Computer Science, Systems Management or a science, engineering or mathematics field
- Experience with cloud infrastructure, preferably Amazon Web Services (AWS)
- Experience with technology related to higher education
- Experience in agile software development leadership and techniques
- Experience facilitating large-scale stakeholder engagement for the creation, presentation, and fulfillment of enterprise level technology roadmaps in response to evolutions in business needs and product requirements

KNOWLEDGE SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; best practices in software development, technology support, applications, networks and security; ISO 27000; accessibility (Section 508) compliance; information systems technologies including systems analysis and design, Linux, Windows, Mac and Network operating systems, common software applications (Word, Excel, Access, PowerPoint, etc.), LAN and WAN interconnectivity servers and associated operating systems; database management systems and Structured Query Language; systems security and interoperability standards; needs assessment methods and project management practices; grant writing techniques; research techniques and statistical analysis; laws and ordinances pertaining to the specific responsibilities of the position; and supervisory and managerial concepts and principles.

Ability to: implement District policies and procedures and those of the California Community Colleges Technology Center; ensure compliance with all laws, regulations and policies through effective supervision and leadership; provide effective leadership; motivate, direct, evaluate and provide supervision to a diverse group of employees; develop and implement strategic and operational plans; plan and coordinate a diverse and large number of functions; develop and implement various plans and programs in support of efficient, cost-effective CCTC operations and services; analyze situations accurately and adopt an effective course of action; ensure effective, courteous customer service from employees supervised; compile, organize and use various financial information necessary in the preparation of departmental budgets; prepare, control and monitor budgets; understand a variety of platforms, operating systems and applications and understand interoperability capabilities and constraints among such components; display excellent written and oral communication skills; communicate effectively, both verbally and in writing; analyze administrative issues; utilize Keyboarding skills commensurate with the required functions for this position; prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work effectively with, and exhibit a sensitivity to and an understanding of the diverse academic, socioeconomic and ethnic backgrounds of staff, students and the general public; make required mathematical calculations accurately; maintain records accurately and completely.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to management, supervisory and classified personnel.

PHYSICAL EFFORT:

Normal office environment. Travel is required.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.