

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHIEF TECHNOLOGY OFFICER

L205.100

BASIC FUNCTION: Under direction of and in coordination with the Vice President of Institutional Effectiveness, the Chief Technology Officer (CTO) assures the effective, efficient and reliable functioning of information technology (IT) to support and enhance administrative and instructional operations dedicated to District's mission of educating students. The CTO works closely with all administrative and instructional departments of the District to understand requirements so that the IT architecture, support services, and associated systems are responsive to the needs of students, faculty, staff and administration. The CTO is the District's primary subject matter expert regarding the development, implementation and deployment of IT across the District. The CTO provides positive leadership and direct supervisory oversight to teams of employees who develop, maintain and support IT functions including (but not limited to) networks, computer labs, smart classrooms, office technologies, administrative and instructional systems (ERP, LMS, etc.) and multimedia systems.

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. Operates as the chief IT architect for the District ensuring that IT systems are designed and implemented to achieve the required functionality, interoperability and ease of maintenance. Applies industry accepted best-practices for systems analysis, design, development and implementation.
- *2. Identifies new (or modifications of existing) IT systems that offer the potential of improving faculty and staff effectiveness in supporting the District's mission.
- *3. Educates faculty, staff, and administrators regarding best practices for the acquisition, development, and implementation of IT taking into account the ongoing cost or Total Cost of Ownership (TCO) of systems.
- *4. Oversees the development and implementation of a Life-Cycle Replacement Plan for instructional and administrative IT equipment. Oversees the design, acquisition and implementation of IT to support the construction of new facilities and remodeling of existing facilities (as specified in the Facilities Master Plan and bond construction plans).
- *5. Through consultation with District constituent groups and management, determines the best allocation of resources (staff, funding, equipment) to support ongoing operations, modification of existing systems, and acquisition of new systems. Achieves a workable balance between new requests (for services/systems) and ongoing support needs taking into account the available resources.
- *6. Chairs the District's Technology Council, a participative governance committee responsible for developing advice and recommendations to management on matters involving the acquisition and use of IT. Incorporates input from participative governance groups along with management approvals to develop a District-level prioritized list of IT initiatives and projects.
- *7. Assures timely communication with students, faculty, staff and administrators regarding the status and readiness of IT systems. Communicates clear and accurate expectations regarding the projected performance of the District's IT systems.
- *8. Directs the development of the Technology Master Plan that supports the Education Master Plan / Strategic Plan and guides the District's strategic technology direction. Oversees the implementation and ongoing support of Technology Master Plan initiatives.
- *9. Oversees the development and support of robust and fault tolerant IT systems as well as the implementation of a Disaster Recovery Plan (DRP) to provide continuity in IT operations. Provides advice and support to the District's departments with regard to developing Business Continuity Plans (BCP) for their areas.
- *10. Oversees the timely preparation, accuracy and distribution of digital District reports and records as required by state, Federal, local and District regulations, including submissions required by the Community Colleges Chancellor's Office (CCCCO), CCCCCO MIS Data, National Student Clearinghouse and IPEDS. Directs the planning and implementation of IT to support initiatives embodied in grants and other mandates from the US Department of Education, CCCCCO, and others including Guided Pathways.
- *11. Recommends District policies and procedures for administrative and board approval regarding the use of IT assets by students, faculty, staff and administrators to ensure compliance with applicable laws and regulations, the privacy of personal data, and the uninterrupted operation of IT systems and services. Develops equipment and software procurement standards as necessary to ensure system interoperability and efficient use of resources.
- *12. Assures that IT processes, policies and procedures are in compliance with various IT regulations enacted by state, Federal, local and (relevant) non-governmental authorities including; Payment Card Industry (PCI-DSS), HIPAA, FERPA, GLBA, California Breach Notification, California privacy laws, Section 508, and others as they apply.
- *13. Oversees technology training programs for IT staff as well as for District faculty and staff to facilitate and enhance work processes.
- *14. Negotiates with vendors on cost, services, functionality, data protection, and compliance issues regarding the acquisition of systems / services and the renewal of licenses. Approves contracts for the acquisition of IT systems and services in coordination with the District's contract and procurement functions.

- *15. Delegates work to assigned team members and supervises their performance using best-practices in leadership.
- *16. Manages IT budgets assuring that resources are spent appropriately to support District IT priorities and continuity of operations.
- *17. Works collaboratively with *Institutional Research* to develop report generation and data analysis tools that meet faculty, staff, and administration needs.
- *18. Serves as the District's Chief Information Security Officer (CISO)
- 19. Serves on a variety of District committees as requested.
- 20. Performs related work as required.

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

- Bachelor's Degree; **AND**
- Three (3) years of progressive management experience in information technology.

● **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Some travel may be required.

DESIRED QUALIFICATIONS:

- Master's Degree
- Three (3) years of experience in a senior technology leadership position within higher education **OR** five (5) years of experience in a senior technology leadership outside of higher education.
- Experience in utilizing the Colleague ERP with a Microsoft SQL Server database.

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

Knowledge of: Regulations and standards affecting IT deployment including *Payment Card Industry (PCI-DSS)*, *HIPAA*, *FERPA*, *GLBA*, *California Breach Notification*, California privacy laws, and *Section 508 compliance*; IT best practices in the areas of systems analysis, systems design, TCO, technology master planning, disaster recovery planning and project planning; technologies including virtualization, batch processing, LAN/WAN/wireless networking, DBMS, SQL, replication, cyber-security, predictive analytics, and "nudge" applications; IT systems and software including ERP and LMS, Microsoft Office, and PC / Apple computing platforms, Microsoft Teams; principles and best practices of leadership and supervision.

Ability to: Work collaboratively with other departments to achieve desired outcomes; motivate and inspire diverse groups of team members; manage IT projects (performance, budget, schedule); convey understanding of complex concepts to faculty, staff and administration; develop and implement operational and long range plans; analyze situations accurately and adopt effective courses of action; conduct activities and operations within budget constraints; communicate effectively, both verbally and in writing; adhere to all laws and regulations including District policies and procedures, labor contracts and the California Education Code.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides supervision to Management, Supervisory and Classified personnel.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; community leaders; vendors; contractors; CCCC personnel; general public.

WORKING CONDITIONS:

Normal office environment. Some travel required in performing functions required for this position.

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.