

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, SYSTEMS SOFTWARE DEVELOPMENT-CCC TECHNOLOGY CENTER

L198.100

BASIC FUNCTION: Under the administrative direction of an assigned administrator, manages, coordinates, plans, prioritizes and directs the activities of the CCC Technology Center along with the development of system software for several grants and educational technology collaborative projects. Manages and evaluates assigned staff within the assigned areas. Performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are intended to accurately represent the duties of the class and are not intended to cover every single duty of the class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Plans, prioritizes, assigns, supervises, reviews and oversees the operations, services and activities of the CCC Technology Center and its staff and numerous contractors in support of the CCC Technology Center Grant, California Virtual Campus Grant and the K-20 California Education Technology Collaborative projects.
- *2. Directs and oversees the operations and software development in three major statewide programs with CCC Apply (common electronic application); eTranscript California (CCC Tran); intersegmental electronic transcript exchange program; and the CCC Service Oriented Architecture (SOA) to be used by colleges to connect up statewide information repositories through a student-accessible Web interface.
- *3. Develops and establishes the design, schedules, methods and implementation of CCCAssess, a statewide basic skills assessment system.
- *4. Oversees and directs all contract development and processing for the CCC Technology Center, CVC and the K-20 California Educational Technology Collaborative Projects.
- *5. Directs new Technology Center development programs as they are developed, awarded and eventually assigned to the Technology Center. These typically involve a range of software and Web services and infrastructure development and production services.
- *6. Develops all formal software code development and maintenance processes, methodologies and standards for the CCC Technology Center and for System-wide Service Oriented Architecture development (Web and Data Services) in collaboration with the CSU System and other SOA partners. This is a key area of focus for future years of continued expansion for the CCC System Information Architecture.
- *7. Prepares cost estimates for budget recommendations and projections; controls and authorizes expenditures in accordance with established limitations; establishes and maintains financial controls to meet annual and long-range goals for assigned programs, projects, grants and services; assists with the identification of resource needs and reviews those identified with appropriate management staff and allocates established resources accordingly.
- *8. Participates in contract negotiations with technology service providers for statewide deployment of applications. Participation includes research in service field, comparison of vendors and review of proposals.
- *9. Participates in the development of goals and objectives as well as policies and procedures for assigned areas and services; participates in the implementation of approved policies and procedures, ensures compliance with established policies and procedures and makes recommendations for changes and improvements.
10. Participates in conferences and activities to promote the use of online tools by CCC faculty, staff, students and administrators.
11. Researches laws, Educational Code regulations and other related information sources pertaining to on-line education to ensure the validity of assigned programs and services.
12. Researches new grants to expand service scope of all assigned areas; participates in grant development, preparation, application and implementation.
13. Serves on a variety of District committees, statewide workgroups and national committees as requested.
14. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- A Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Management Information Systems or a related field; AND
- Four (4) years of experience in a management level position with two (2) of the four years experience being directly related to project coordination.

DESIRED QUALIFICATIONS:

- Experience leading and managing multiple complex programs in an educational setting or in a non-profit context.
- Experience with community-based organizations;
- Master's Degree.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Must have a valid California state driver's license maintained throughout duration of employment with the District.
- Travel is required.

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

Knowledge of: laws and ordinances pertaining to the specific responsibilities of the position; California Community College instructional services for students; student access, success and learning outcomes; fiscal performance and FTES measures; supervisory and managerial concepts and principles; current technologies and best practices in software code development; online teaching and learning methodologies; electronic portfolios; web 2.0 tools; student portals; online student services; an appreciation and understanding of the mission of the California Community Colleges; working effectively with a wide range of people; principles of public speaking; communicating effectively with individuals and groups within the campus community as well as external audiences; providing work direction and guidance to others; gathering and analyzing data and making relevant recommendations based on that analysis; using appropriate software in the completion of job duties.

Ability to: apply District policies, rules and procedures; manage statewide multi-dimensional programs developed by distributed teams on multiple topics; conduct outreach and build consensus between multiple stakeholders (including administrators, faculty, staff and students) on complex multi-campus efforts; interpret the laws, rules and regulations regarding grants; write grants and submit grant applications to additional program sponsors; show familiarity with statewide organizations involved with community colleges, technology and research; make sound, educated decisions; work independently; communicate effectively both orally and in writing; provide work direction and guidance to assigned staff; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; make public presentations; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and management of budgets; analyze complex financial, statistical and narrative data; prepare comprehensive, clear and concise reports and recommendations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to subordinate professional and classified staff.

PHYSICAL EFFORT:

Normal office environment. Sitting or standing for moderate periods of time due to moderate travel requirements.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; administrative staff from other educational institutions; State Chancellor's Office personnel; students; various community organizations; vendors; and the general public.

WORKING CONDITIONS:

Normal office environment, moderate travel required.

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.