

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR, CALIFORNIA COMMUNITY COLLEGES TECHNOLOGY CENTER L181.200

BASIC FUNCTION: Under the direction of the assigned administrator, directs and provides leadership for the California Community Colleges Technology Center and oversees implementation of all projects assigned. Performs related work as required.

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. Oversees the operation of the California Community Colleges Technology Center and the implementation of assigned state projects. This includes providing project leadership, budget planning/management, disbursing funds, managing contracts, developing funding resources, providing technology services and publicizing technology projects.
- *2. Oversees the implementation of critical system-wide infrastructure projects to include: OpenCCC, CCCApply, eTranscript California, CCCMyPath, CENIC, and CCCData. This entails leading the project teams in facilitation of requirements gathering from stakeholders across the system, developing specifications, engaging system-wide inclusive committees to select appropriate technology solutions, contracting with appropriate vendors, development and scalable hosting of appropriate technology internally or with vendors, implementation of solutions across all colleges, communication and marketing to colleges, development of change management strategies, development and execution of ongoing governance, maintenance and security planning for these systems.
- *3. Oversees the California Community Colleges Information Security Center which facilitates and coordinates the work of California Community Colleges system-wide information security initiatives and protection of system-wide technology infrastructure.
- *4. Chairs the System-Wide Architecture Committee (SAC) which provides technical expertise for planning the development and growth of the system-wide information-technology infrastructure for California Community Colleges, and serves on project committees associated with assigned state projects.
- * 5. Leads the development of system-wide requests for proposals (RFPs) to support project goals and oversees vendor selection.
- *6. Leads the development and supports the operation of governance systems and project teams to oversee the assigned state projects.
- *7. Works with the Chancellor's Office and partners to implement assigned state projects.
- *8. Monitors emerging technology trends in business, science and education and assesses and develops pilot projects to determine suitability to - California Community Colleges use.
- *9. At the direction of the Chancellor's Office, Develops and sustains inter-segmental partnerships between the K-12, CSU and UC Systems.
- *10. Oversees the architecting, development and implementation of California Community Colleges System-wide Technology Platform which includes Service Oriented Architecture Enterprise Portal Federated Identity, Cloud Infrastructure, Business Intelligence, and Master Data Management
- *11. Oversees and administrates broadband circuit connectivity from all California Community College's to the California Research and Education Network (CalREN) via a system-wide contract with CENIC which provides internet connectivity and cloud technology to educational institutions throughout the state.
- *12. Serves as a member of the CENIC Board of Directors to represent the California Community Colleges as assigned by the Chancellor.
- *13. Serves as a regular member of the Telecommunications and Technology Advisory Committee which advises the California Community Colleges Chancellor's Office on the continued development and deployment of telecommunications and educational technologies in the California Community Colleges.
14. Serves on a variety of District committees as requested.
15. Performs related work as requested.

MINIMUM QUALIFICATONS:

EDUCATION AND EXPERIENCE:

- Master's Degree in Management Information Systems, Information Technology, Computer Science, Management or a science, engineering or mathematics field;
- OR**
- Bachelor's Degree in Management Information Systems, Information Technology, Computer Science, Management or a science, engineering or mathematics field and four (4) years of increasingly responsible experience directly related to the representative duties for this classification;

AND

- Three (3) years of leadership experience in a technical position related to the academic fields listed for the required degree.
- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
 - Hold and maintain a valid driver's license throughout duration of employment with the District.
 - Travel is required.

DESIRED QUALIFICATIONS:

- Master's Degree in Management Information Systems, Information Technology, Computer Science, Management.
- Experience directly related to program development and/or program management.
- Senior leadership experience at the community college, CSU or UC level.

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

Knowledge of: District policies, procedures, rules and regulations; laws, codes and ordinances relative to the position responsibilities; post-secondary education especially as it relates to needs assessment, program and project management and information systems; information systems technologies including systems analysis, design and interoperability capabilities and constraints; database management systems and structured query language; research and evaluation processes and procedures; supervisory and managerial concepts and principles; policy and procedure development and methods of implementation; modern office procedures and technology, including the management of computer databases and functionality.

Ability to: interpret, implement and apply District policies, procedures, rules and regulations and those that apply to the CCCTC; analyze and ensure compliance with regulations, rules, codes, contracts and applicable laws; assemble and analyze empirical data for research studies; motivate and provide effective supervision and leadership to a diverse group of employees; assess staff and student needs; plan and coordinate effective use of facilities and resources to achieve departmental goals; comprehend and stay current with the theories and practices of Technology measurement; understand a variety of platforms, operating systems and applications and understand interoperability capabilities and constraints among such components; utilize excellent written and verbal communication skills; communicate effectively in challenging situations; analyze situations accurately and adopt an effective course of action; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; ensure effective, courteous customer service from employees supervised; utilize Keyboarding skills commensurate with the required functions for this position; compose complex reports; make required mathematical calculations rapidly and accurately; 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 backgrounds of staff, students and the general public; make public presentations; maintain records accurately; compile, organize and use various financial information necessary in the preparation of departmental budgets; control and monitor departmental budgets and expenditures; utilize strategic planning techniques.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to management, supervisory and classified personnel.

PHYSICAL EFFORT:

Normal office environment. Extensive travel required.

CONTACTS:

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

WORKING CONDITIONS:

Normal office environment, subject to extensive student, faculty, staff and public contact.

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.