Job Classification Standard

Director 1 (D1) – IT Multidiscipline

Job Code Information

Union Code:	N/A
FLSA Status:	Exempt
Job Family:	Information Technology
Sal Admin Plan/Grade:	Management – Range 26
Approval Date:	November 28, 2023
Revision Date:	

Additional Information

Probationary Period:	6 months

Description of Level

This is the third level in IT Multidiscipline management series. Typically responsible for managing multiple team(s). Oversees execution of short to mid-term strategies and operational achievement of goals for a department or small unit of the organization.

Independence and Judgment
Generally works independently and can act on own judgment as long as actions are in accordance with policies and procedures. May serve as a thought leader on technical and strategic matters and has a high degree of influence on organizational decisions made by senior/executive leadership. May seek assistance when confronted with problems of considerable material or political consequence.

Complexity
Problems are often complex and require extensive consideration, research and analysis. Problems cannot be solved using existing practices and procedures. May have to respond/adapt to changing conditions or circumstances, requiring creative solutions and new approaches.

Description of Specialty

This description does not include all possible responsibilities in this work and does not limit the assignment of related responsibilities to any position of this specialty.

Manages, administers and supports three or more information technology specialties within the IT Job Family. Works with a variety of tools and technologies across areas of information technology to plan, analyze, develop, configure, administer, maintain, optimize, or implement systems or applications software, hardware, databases, networks, processing, operations, end-user support, training, security etc.

Supervision (Exempt)

Employees in this classification have the authority to perform or to effectively recommend the following actions: hire, transfer, suspend, promote, discharge, assign work, reward, discipline, and direct the work of other employees.

Minimum Qualifications & Desirable Qualifications

MINIMUM QUALIFICATIONS

Advanced degree and at least 6 years of experience at progressively higher levels of responsibility or equivalent combination of education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Knowledge, Skills, and Abilities

- Knowledge and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Knowledge of current and emerging technologies, trends, and best practices in IT.
- Knowledge of disaster recovery and business continuity planning.
- Knowledge of IT governance, compliance, and regulatory requirements.
- Knowledge of District organization, policies, procedures, goals and objectives of assigned department.
- Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment.
- Ability to adapt to changing technologies and environments; strong organizational and time management skills.
- Ability to analyze situations accurately and adopt an effective course of action; analytical and problem-solving skills.
- Ability to collaborate and work effectively with colleagues and stakeholders from diverse backgrounds.
- Ability to communicate efficiently, including technical information to non-technical stakeholders.