

THE POSITION

DISTRICT DIRECTOR, INFORMATION SERVICES

Job #ISM999

STARTING DATE

July 5, 2005 or within a mutually agreeable time,
as soon as possible.

BASIC FUNCTION

Reporting directly to the Chancellor, the primary purpose of the District Director, Information Services, is to manage the District Information Services Department. The Director is a member of the District's executive team and, in this capacity, serves as a resource to the Board of Trustees. The Director collaborates with campus constituencies to plan and organize the information technology and telecommunications systems for the North Orange County Community College District.

DUTIES AND RESPONSIBILITIES

- Plan, organize, and direct the operations and activities of District Information Services, including equipment procurement and maintenance, project management, supervision of personnel, budget preparation and control, business process analysis, vendor contact, and contracts for services; recommend purchase of systems or in-house development of new services.
- Anticipate and respond to future information technology needs; ensure adequate resources to facilitate procurement of information technology and telecommunications systems; coordinate the implementation of new technologies.
- Develop and implement information services, plans, and policies related to District educational and administrative functions in a multi-campus environment; integrate the technology needs of diverse organizations.
- Communicate with campus and District constituents to assure responsiveness of information services to departmental needs; provide for a complete business analysis to facilitate use of information technology systems.

- Provide technical information and advice to constituents regarding policies, procedures, methods, and technical solutions related to Information Services; assure compliance with information technology regulations.
- Plan and coordinate the maintenance of information technology services and contractual agreements to assure efficient operations.
- Coordinate and establish priorities and activities with other District constituents and vendors; promote understanding of District information technology resources; assist in establishing plans and priorities to accomplish District objectives for adoption of new information technology and continued improvement of processes.
- Prepare annual department budget estimates; determine and monitor budget expenditures and prepare related reports.
- Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students and employees.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree in information systems or related field, from a regionally accredited institution, including extensive course work in information systems and five years increasingly responsible experience in information technology management.

DESIRABLE QUALIFICATIONS

- Graduate degree in management, information technology, or related field.
- Knowledge of:
- Enterprise-wide integrated information systems (Examples: Banner and Datatel).
 - High-performance, enterprise-wide database management.
 - Business analysis methodology.
 - Telecommunication infrastructures.
 - Internet Services.
 - California community college regulations.

Ability to:

- Negotiate services, lease, and maintenance agreements.
- Provide leadership in the selection and implementation of new technologies.
- Work in a shared-governance, educational environment.
- Create and implement policies, procedures, and regulations.

SALARY

\$81,285 - \$106,970 annually, 12-month contract, plus an additional \$2,600 annually for an earned doctorate from an accredited institution. Excellent fringe benefits including medical insurance.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE

Reference Job #ISM999 in all correspondence. Request DISTRICT APPLICATION by contacting the Human Resources Office, (714) 808-4810, or e-mail requests to hr@noccdd.cc.ca.us, or visit our website at www.noccdd.cc.ca.us to download an application. All application materials must be submitted with the DISTRICT APPLICATION as a complete package.

A complete application package **MUST** include the following:

- Completed DISTRICT APPLICATION.
- Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
- Resume describing educational background and work experience.
- Academic transcripts (may be unofficial).
- A list of three professional references, including current addresses and telephone numbers of both colleagues and current supervisor(s).

Incomplete application packages will not be considered. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District