

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Assistant IT Director

Unit: Management

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Job Code: C3404
Original Date: 05/2013
Last Revision: 05/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: 18

DEFINITION

Under the supervision of the Director of Information Technology, manage the daily operations of the IT department; support the installation, maintenance and use of information systems hardware, software, and network resources; support the effective, efficient and innovative implementation of technology in support of both educational and administrative functions; manage district-wide IT projects to ensure timely delivery of services; in the Director's absence, assume responsibility for management of the Information Technology functions.

EXAMPLE OF DUTIES

1. Manage and monitor progress of IT department projects; the establishment and tracking of project plans; regular reporting of project status.
2. Compile and manage the monthly reporting of IT activities; assist with the development of the Annual Work Plan, Annual Report and 5 year strategic plan; present plans at various district meetings.
3. Meet with Vice Chancellors, campus IT councils and other end user departments or councils to identify project priorities; consolidate and communicate priorities into short and long term plans.
4. Assist in the maintenance of budget records for the department; coordinate the development of short and long term equipment replacement plans.
5. Manage and coordinate the development of technical RFP's for various hardware and software acquisitions; serve as technical resource in procurement process.
6. Coordinate training for new application functionality, technology and services; develop IT staff development training plans as necessary.
7. Manage the record keeping of hardware and software purchase, lease, maintenance and repair agreements; develop reports as needed.
8. In the Director's absence, the Assistant Director will be responsible for management of the Information Technology functions.
9. Supervise assigned managers and areas of specific technical and development areas; hire and evaluate staff in coordination with the Director.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Analytical methods.
- Budgeting principles.
- Computers and applicable software applications.
- Customer service principles.
- Mainframe and minicomputer database theory.

Management and supervisory principles.
Project management principles and practices.
Technological trends.

Skills and Abilities:

Adapt to rapidly changing environments.
Analyze business problems and make recommendations based on findings.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.
Analyze processes and make recommendations for improvement.
Communicate effectively through oral and written mediums.
Communicate technical information to a non-technical audience.
Conduct negotiations.
Coordinate activities with other internal departments and/or external agencies.
Develop and monitor budgets.
Develop, recommend, implement, and monitor policies, procedures, and work flow.
Diagnose and resolve complex technology issues.
Maintain confidentiality.
Manage projects.
Mediate conflict.
Monitor legal and regulatory changes.
Prepare a variety of reports related to organizational activities.
Prepare and/or review reports.
Prepare reports.
Provide customer service.
Research, analyze, and apply relevant information to the development of information technology processes and programs.
Supervise subordinate staff.
Utilize computer technology used for communication, data gathering and reporting.
Work with diverse academic, cultural and ethnic backgrounds of community college students and staff.

Training and Experience:

Bachelor's Degree in Computer Science or related discipline. Relevant experience may substitute for the degree requirement on a year for year basis. Four years work experience in technical organizational leadership/management

WORKING CONDITIONS

Physical Requirements:

Position requires long term viewing of computer terminal displays. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Environment:

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule.