San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code:	D1535
Original Date:	07/1997
Last Revision:	07/2024
Staff Type:	Classified
FLSA status:	Non-exempt
Salary Range:	01

Title: **Senior Office Manager – Information Technology**

Unit: **Supervisory and Professional**

DEFINITION

Under the general direction of the Director of Information Technology or assigned manager, provide leadership, supervision, coordination, design, organization, review, analysis, and technical support in the implementation, operations, and modifications of Information Technology districtwide.

DISTINGUISHING CHARACTERISTICS

The class of Senior Office Manager, Information Technology, is distinguished from the Office Manager in that the position allocated to this classification not only coordinates the districtwide functions of the Information Technology Department, but also serves as the secretary to the Director of Information Technology and provides administrative support for the Chancellor's office in special projects related to the Instructional Services and Economic Development department.

EXAMPLE OF DUTIES

1   Relieve the Director of a wide variety of complex administrative details; research, analyze, and evaluate a wide variety of issues, data, recommendations, and alternatives as assigned; use independent judgement to develop and provide recommendations, suggestions, or information as appropriate.

2.   Coordinate the Information Technology Department's fiscal operations and districtwide project budgets; oversee the daily Information Technology Department accounting, budgeting, and fiscal operations for maximum effectiveness and productivity; coordinate assignments with staff and establish schedules to meet ongoing deadlines for districtwide accounting or budget requirements.

3.   Provide technical leadership and analytical support to the Director in developing a controlled budget strategy for Information Technology program needs, including intermediate and long-range projections for resources and appropriations, through reviewing, analyzing, and evaluating the fiscal impact of Information Technology operational requirements upon the District's systems and operational needs. Report progress of implementation and modifications related to priorities, benchmarks, and timelines.

4.   Coordinate the design, installation, development, and ongoing operations of the Emerging Technologies District Training Center; assist campus representatives in developing and implementing Distance Education class schedules and hardware and software installation and maintenance; work with vendors to maintain proper operations.

5.   Analyze, prepare, and review data for grants, contracts, financial statements, and reports; prepare, analyze, and monitor required reports; make recommendations and approve proposed changes specific to the area of responsibility to maintain integrity of district financial data; perform technical accounting functions to comply with district fiscal procedures.

6.   Coordinate and implement special projects as assigned; coordinate with other district departments and programs. Work with other offices to design, develop, and implement intranet technical and content operations; participate in the design and presentation of the internal and external website operations.

7.   Provide administrative support for the Chancellor's Office in special projects. Maintain confidential records and provide administrative guidance and support to the Auxiliary Organization Board of Directors, including compliance with the Brown Act, By-laws, Master Agreement, and Implementing Regulations. Obtain and

maintain information concerning revisions and additions to relevant legal requirements; develop and implement procedures as appropriate to assure compliance. Assist in the coordination of hospitality events and functions for local, State, national, and international leaders and dignitaries; arrange travel for contingents to and from various countries for special educational exchange projects.

8. Plan, organize, and supervise the work of assigned employees for maximum effectiveness and productivity; appraise performance and make promotional and salary recommendations; provide technical direction and guidance; assign work to facilitate the continuous work flow of the department; screen, interview, evaluate, and recommend the hiring of prospective classified employees to fill vacant positions.

9. Serve as liaison between the Director and individuals, such as Chancellor's Office, Vice Chancellors, College Administration, and Administrative Staff. Maintain effective communication and working relationships with business and industry, outside public agencies, and staff related to technology and associated fields. Consult with and advise managers and technical representatives on the interpretation of technical information and the implication on operations and procedures. Identify issues and concerns related to operations, policies, and procedures and coordinate the resolution of technical issues. Answer questions and respond to requests for information regarding Information Technology.

10. Discuss and review calendar and events and status of assigned projects daily with the Director to ensure timely and appropriate coordination of office activities; prepare preliminary responses to correspondence for the Director's approval.

11. Assure that all meeting agendas, minutes, and records are prepared, distributed, and maintained within the District's timelines and legal guidelines; attend and take notes at various districtwide Information Technology meetings; assure that administrators and other district personnel receive timely notification of meetings for information or action.

12. Communicate and relate effectively with higher education officials, legislative representatives, their staffs and offices; review and evaluate legislation relevant to Information Technology and coordinate district input in the development of language for proposed legislation; take a variety of actions ranging from collecting or providing information to making and conveying decisions in the Director's absence when appropriate.

13. Serve on district or site committees; participate in the development and decision-making for changes, deletions, or additions in procedures or services; test, evaluate, and analyze procedures under consideration and make recommendations for implementation.

14. Prepare and/or review Board docket items for accuracy, financial impact, and compliance with legal requirements; review and interpret federal, State, and district laws, policies, procedures, rules, and regulations.

15. Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Analytical and statistical principles.
Applicable sections of California Education Code.
Basic accounting/bookkeeping.
Computer information systems concepts, operations, capabilities, and application, budget implementation, personnel and financial management.
Computer applications, including word processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, diplomacy, and courtesy.

Modern office practices, procedures, and equipment, including computer hardware and software.

Office management.

Operation, procedures, and precedents of the office to which assigned.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Principles, practices, terminology, and organization structure used in accounting and financial work pertaining to community college fiscal procedures governing the fiscal requirements of community college districts.

Procedures and practices used in budget analysis, preparation, and maintenance.

Record keeping techniques.

Technical aspects of field of specialty.

Skills and Abilities:

Access and extract information from the District's computer information systems.

Analyze situations accurately and adopt an effective course of action.

Assemble diverse data and prepare reports.

Communicate effectively both orally and in writing.

Compile data for statistical and narrative reports and develop summary conclusions and recommendations.

Compose difficult correspondence independently.

Conduct studies and prepare reports.

Establish and maintain effective working relationships with others.

Interpret, apply, and explain laws, regulations, policies, guidelines, and practices pertaining to Information Technology budgeting and financial matters.

Meet schedules and time lines.

Monitor grants, categorical programs, and other restrictive revenue activities.

Operate computers and business-related software, including word processing, spreadsheets, databases, imaging, and desktop publishing.

Operate a variety of standard office equipment.

Perform and direct studies, analyze complex financial and statistical data, and develop summary conclusions and recommendations.

Perform difficult and complex secretarial and technical work while reporting to two or more senior administrators.

Plan and organize work.

Prepare and maintain complex records, interrelated files, and budget documents.

Train, supervise, evaluate, and provide work direction and guidance to others.

Type/keyboard at 65 words per minute.

Understand and follow oral and written directions.

Work confidentially with discretion.

Work independently with little direction.

Work with established and emerging software and hardware technologies.

Training and Experience:

Any combination of training and experience equivalent to: four years of increasingly responsible administrative experience in an academic setting or large public entity, including extensive experience in financial accounting and/or budget preparation and analysis of fiscal and budget data, experience working with established and emerging software and hardware technologies, and at least two years of supervisory experience.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.

07/2024