

Job Description

Position Title: Assistant Vice Chancellor and Chief Information Officer

Job Family: Executive Administration

Job Level: Deputy Administrator

FLSA Status: Exempt

Salary Grade: 12

Position Summary:

The Assistant Vice Chancellor and Chief Information Officer for the College (CIO) and sets the overall direction for the Information Technology (IT) department. This position leads IT strategic and operational planning; fosters innovation; prioritizes IT initiatives; and coordinates the evaluation, deployment, and management of IT systems across the College.

The Assistant Vice Chancellor and Chief Information Officer for the College for Information Technology provides effective leadership and administration for all activities associated with the functions required to maintain and operate a complex enterprise infrastructure. This includes overall responsibility for departmental decisions and directing activities for information security, project management, advanced technology, technology acquisition services, and technology support services. Focus is on the strategic nature of technology planning and administration; and a long-term vision that positions technology services as a factor in enhancing an excellent student experience.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs all aspects of Information Technology and provides strategic and operational planning and coordinating of technology projects. Includes voice and data communications, network administration, enterprise platforms, administrative systems, financial technology, and IT security systems.
2. Contributes to the transformation of IT operations to a model that is focused on customer service, is aligned with the mission of the College, and adds value and flexibility. Ensure activities are in keeping with philosophical and operational initiatives of the College.
3. Develops and establishes policies and procedures for effective programs related to networks, telecommunications, and support for instructional computing and library systems.
4. Develops an effective team with a focus on customer service and improvement of systems. Ensures that services are delivered in a consistent and effective manner. Creates synergies between different work units and individuals to ensure positive outcomes and collaboration.
5. Actively facilitate communications and meetings with managers and leaders to ensure participation and input into the College's IT initiatives and transformational change.

6. Evaluates IT operations to determine ways that technology can be used to improve efficiency and enhance services; assume primary responsibility for the design of the College's information systems architecture plans (i.e. network, application development); and solicit input and maintain positive working relationships with all departments and divisions.
7. Anticipates future technological needs and maintains awareness of developments in computer, telecommunication, and educational technology and their applicability to the needs of the College
8. Directs development and execution of an enterprise-wide IT disaster recovery and business continuity plan. Oversee the College's electronic disaster recovery strategies, including data backups and restores to handle emergencies.
9. Participates in vendor contract negotiations for all new computer equipment and software purchased or leased by the College.
10. Oversees the development and management of the capital and operating budget for the Information Technology division; develops business case justifications and cost/benefit analyses for IT spending and initiatives.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

Supervision:

- Executive Level Leadership. Supervises the work of other managers, including planning and reviewing work.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree preferably in Computer Science or a related field
- Ten (10) years of related experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required