

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, Computing Services	Management Team Educational Administrator	Range: 15.0	Days: 224

## **JOB DESCRIPTION:**

Under general direction, provides leadership for all areas of network services, microcomputer standards, installation and maintenance, telecommunications, and administrative computing for the District. The position is responsible for long-range planning, institutional systems software development, hardware purchase and support, development of campus infrastructure standards, project management, PC installation and maintenance, and ongoing staff infrastructure and wide area network training and support. The primary responsibility of the position is to provide management of the computing services function and the data and voice communication (phone switch) for the entire District.

## **SCOPE:**

The Director, Computing Services manages and coordinates planning and implementation efforts relevant to providing institutional administrative computing, network services, microcomputers and District telecommunication support. As related to the preceding, provides ongoing operational management of hardware and software resources, establishes policy, supervises staff and promotes cooperation and coordination within the District to ensure a high quality of service to all users. In consultation with Academic Computing, helps develop and establish standards for instructional computing. Approves purchases of equipment through leadership on the Computer and Technology Committee (CAT), installs and maintains equipment. Serves as a resource person to the institution's research and planning functions. Acts as a resource person to departments, committees and individuals with regard to computer related technologies, especially in matters of infrastructure.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops and maintains District-wide Computing Services Master Plan and strategies for computers, telecommunications, and information systems, along with recommendations for appropriate budget and staffing, thus providing a vision for the future of the institution's administrative technology and information resources.
2. Designs and maintains the major District-wide databases, decision support systems, and information systems.
3. Designs, installs and operates the hardware and software infrastructure to support both management information systems and the instructional mission.
4. In consultation with Academic Computing, creates an integrated vision for academic and administrative computing/networking initiatives, multimedia development, information services and information technology.
5. Supervises Computing Services including the recruitment, selection, training, assignment and evaluation of staff.

## **DIRECTOR, COMPUTING SERVICES**

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6. Supervises the Computing Services programming, telecommunications and network technology functions.
7. Administers Computing Services budgets for the institution including the management of administrative computing, phone switch and telecommunications equipment, maintenance and operational expenditures.
8. In consultation with Academic Computing, leads the District-wide technology planning function including upgrades to existing computing and telecommunication systems and infrastructures.
9. Chairs the Computer and Technology Committee and serves as a member of the Institutional Planning and Educational Technology Council, making appropriate recommendations for both.
10. Provides administrative supervision and leadership in the maintenance of technology equipment including working with vendors to ensure optimum performance and equipment availability.
11. Screens requests for computing related expenses by other institutional departments and operations.
12. Maintains an effective liaison with departmental and individual users in terms of systems development, maintenance and utilization.
13. Where necessary, provides the institution with informational reports to support its activities.
14. Supervises the preparation of state-required reports including the District's Management Information System (MIS) submissions.
15. Continues to lead and participates in the activities of computing related consortia (such as the California Community Colleges Software Consortium - CCCSC) including software distribution, vendor discounts, the semi-annual meeting and an electronic newsletter.
16. Assists the Vice President of Administrative Services on institutional planning and institutional research projects.
17. Performs other duties as assigned by the Vice President of Administrative Services.

### **KNOWLEDGE OF:**

1. State-of-the-art information systems applications.
2. Computer systems and peripherals.
3. Programming languages.
4. Telecommunications and network technology support.
5. Educational data processing requirements.
6. Technology training.
7. Planning, budgeting and staffing.

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### **ABILITY TO:**

1. Supervise, evaluate and motivate the computing services staff.
2. Plan short and long-term computing and telecommunications strategies for an operation which is in transition and for an institution which is managing the transition in technologies.
3. Work well with a variety of users and vendors while representing the District's interest.
4. Communicate clearly, both orally and in writing.
5. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

#### *Education:*

Master's degree required in Computer Sciences, Information Technologies, or related field or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

#### *Experience:*

One year of formal training, internship or leadership experience reasonably related to this assignment.

### **SUPERVISION RECEIVED:**

The Director, Computing Services reports to the Vice President of Administrative Services.

### **SUPERVISION EXERCISED:**

The Director, Computing Services supervises assigned management, classified staff, STNC's and student employees.

Board Approved: 02/12/02