

VICE PRESIDENT OF INFORMATION TECHNOLOGY

GENERAL STATEMENT:

A cabinet level position that functions under the direction of the president to plan, organize, manage and coordinate the implementation, operation and maintenance of the college's academic and administrative information technology (IT) and telecommunications functions to support the achievement of institutional objectives. The position serves as a technology expert in the area of information management, technology assessment, campus communication networks, on-line instruction, and support for institutional research and planning.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's Degree

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of ten (10) years in Information Technology with at least five (5) years in IT management. Demonstrated experience as a CIO or CTO including success in working with higher education personnel and executives. Significant Information Technology leadership experience and specialty expertise in one or more of the following technical areas: ERP implementation and migration, (Banner, Oracle, PeopleSoft, etc.), Instructional technology, Infrastructure and Networking and or Administrative systems design and development in Higher Education.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain a college information technology and telecommunications master plan which reflects long range planning of IT and telecommunications projects required to support the college's strategic plans.
- Recommend IT and technology insertion budget priorities, develop and monitor IT budget for the information systems and technology function and assure performance of objectives within budget constraints.
- Plan, develop and implement effective information systems to support administrative and academic technologies onsite, offsite and on-line.
- Develop and maintain transaction processing systems to record, store and report on essential elements of information which are created during the execution of business and other administrative processes.
- Manage the continuing technology initiative and provide strategic planning in the use of academic and administrative computing, campus networking, telecommunications, instructional resources, and distance learning system to enhance the college's educational mission and increase the use of technology in providing services to students.

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- Lead efforts to integrate technology into all areas of the college being responsible for all aspects of the institutional mainframe computer systems (both hardware and software), including the planning, decision making, organizing, and recommendation of mainframe computer development, deployment and expansion on campus; supervisory responsibilities for the areas of programming development, campus network systems, web development, telecommunication, internet services and help desk services.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 12/03/08

Revised:

JD416