

ASSOCIATE VICE PRESIDENT OF INFORMATION TECHNOLOGY

GENERAL STATEMENT:

Supervises and coordinates the activities associated with the Administrative Computer Center, which includes providing operational and technical support for local and remote users and analysis and design of management information systems.

REPORTS TO:

Vice President of Information Technology

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Computer Science or a closely related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in computer operations and programming including at least two (2) years at a supervisory level with experience in the design and implementation of information systems. Must be familiar with IBM AS/400 mid-range computer system.

OTHER:

The ability to communicate effectively, both orally and in writing, and to establish and maintain an effective working relationship with college administrators and faculty.

DUTIES AND RESPONSIBILITIES:

- Supervise and schedule Administrative Computing Services (ACS) workflow.
- Schedule system maintenance and/or system upgrades.
- Plan, recommend and administer ACS budget.
- Provide for physical and electronic security for ACS hardware and software.
- Insure computer hardware and software requirements for (administrative portion of) college are being met by evaluations, preparation of bid requests, ordering and installation of hardware and/or software on a timely basis.
- Supervise and train ACS personnel.
- Interview and recommend hiring/termination of ACS personnel.
- Coordinate with administrative offices on design and use of information systems for these offices.
- Assist IT Services with functions necessary to maintain iSeries (AS/400) environment.
- Teach computer science courses as needed.
- Other duties as assigned by the VP of IT or the President.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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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: 02/08/95

Revised: 07/06/09

JD170