



Trinity Valley Community College
Job Description
Vice President of Information Technology- CIO

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

The Vice President for Information Technology & CIO (Chief Information Officer) will provide visionary and strategic leadership and effective management for the office of TVCC's Information Technology Services (ITS). The office of Information Technology Services is comprised of the following units: Client Support Services; Network Support Services; System Support Services; Media Support Services; and Administrative Computing Services. The Vice President for Information Technology & CIO serves as a member of the Vice Presidents Team, participating with the other Vice Presidents in the executive leadership and daily operations of the college as a whole. Serves as the lead campus authority for information technology-related security and risk management; federal, state, and system compliance; professional standards of practice; policies and procedures; and administration of budgets, facilities, and resources.

REPORTS TO:

President

SUPERVISES:

Information Technology Department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's Degree

EXPERIENCE REQUIRED:

Minimum of ten (10) years' experience with interpersonal, technical, and leadership qualities necessary for success in overseeing complex information technology areas in a higher education environment. Experience as a CIO or CTO including success in working with higher education personnel and executives. Information Technology leadership experience and specialty expertise in one or more of the following technical areas: ERP implementation and migration, Instructional technology, Infrastructure and Networking and or Administrative systems design and development in Higher Education.

EXPERIENCE PREFERRED:

Experience with Ellucian Colleague ERP system.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices
- Website design

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



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Provides leadership and vision for the use of information technology as a critical component for the success of the college.
- Promotes innovative, efficient, effective and shared uses of information technology solutions across the college.
- Develops and implements a multi-year, Technology Master Plan in collaboration with college stakeholders and in alignment with the College's Strategic Plan.
- Meets with various College leaders regularly to ensure the College's technology needs are being met and that the Technology Master Plan is aligned with the College's Strategic Plan.
- Directs the planning, budgeting, and operations of the Information Technology Division.
- Develops strategic relationships with various constituencies across the state of Texas as well as in the higher education and corporate community.
- Serves as Project Manager for large-scale implementations.
- 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.
- 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.
- Identify and implement best practices for optimizing infrastructure and operations costs, improving system performance, and ensuring service-level requirements are met.
- Formulates IT policies, procedures, and performance management processes and measures.
- Directs the preparation, review and consolidation of IT business plans, budgets and forecasts.
- Negotiates contracts with vendors, and authorizes procurement.
- 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.
- 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.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.

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- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular Phone
- Video Monitoring Equipment
- Instructional Equipment
- Fax machine

PHYSICAL DEMANDS:

- Requires: Kneeling, Crouching, Reaching, Standing , Walking , Finger dexterity , Grasping, Feeling, Talking, Seeing, Repetitive Motions, Sedentary Work, Computer Work

MENTAL DEMANDS:

- Emotional control under stress: more than 50% of the time
- Frequent interruptions: 25-50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 10/27/2021

Classification:	Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1416
DBM:	F	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	11-3021	Employment Status:	Full-time
Salary Grade:	350	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01